



Surat State School

Prospectus

2024

*Be Safe, Be Respectful, Be Responsible,
Be Committed*

A MESSAGE FROM THE PRINCIPAL

It is my pleasure to welcome you to Surat State School!

I welcome you as a member of a team which has the overall development of children as its greatest priority. Our school is an integral part of the community and we regard education as a process involving teacher, parent and child. A constructive and positive partnership between parents and teachers is vital to the success of our children. We need to work together and to support each other to maximise our children's development and learning.

To ensure that our students benefit from the opportunities offered at our school, we ask all school community members to carefully consider the following:

- Think of Surat State School as your school and take pride in your association with the school community.
- Familiarise yourself with the information contained in this prospectus.
- Maintain regular contact with the school through involvement in school activities and contact with teachers.
- Work in partnership with the school to foster the academic, social, emotional and physical development of all students. **Together we are a team.**

The Surat State School way is to commit to our learning, strive for excellence and succeed in all that we do.

I trust that you will have a long, happy and rewarding association with Surat State School. I look forward to working with you in developing a productive and supportive partnership to support our children.

Regards,

Mr Justin Washington
Principal

STAFF - 2024

PRINCIPAL Mr Justin Washington

TEACHERS

Rebecca Pratt
Melissa Bowes
Sarah Scanlan
Elena McConachy
Kelly Cavanough
Lachlan McConachy
Tegan Green
Karen Smith
Michaela Wehl
Kyle Engelbrecht
Grace Pfingst
Libby McLean
Amy Harrison
Andrea Frith

Guidance Officer Tanya Mendes

Speech Pathologist Deirdre Rackemann

Instrumental Music Michael Cahill

ANCILLARY STAFF

Business Manager	Kahlee Ries
Teacher Aides	Erica McPherson Debra Wehl Kylie Washington Tanya Thompson Sally Broadhead
School Chaplain	Vacancy
Cleaners	Rowann Varty Cheryl Burns Pam Ferguson
Schools Officer	Deryk Newman

ADMINISTRATION INFORMATION

PRINCIPAL: Mr Justin Washington

SCHOOL ADDRESS: Surat State School
55 Robert Street
SURAT Q 4417

SCHOOL TELEPHONE: (07) 46264333

EMAIL: Admin@suratss.eq.edu.au

2024 Queensland term dates

Term	Date	Length
Term 1	Monday 22 January to Thursday 28 March	10 weeks
Term 2	Monday 15 April to Friday 21 June	10 weeks
Term 3	Monday 8 July to Friday 13 September	10 weeks
Term 4	Monday 30 September to Friday 13 December	11 weeks

Student Free Days 2024

- 18 and 19 January
- 11 and 12 April
- 30 August

Year 10 finishing dates for 2024

- Year 10 Friday 29 November

ACCIDENTS (See First Aid)

ANZAC DAY/REMEMBRANCE DAY

Each year students are encouraged to take part in the local ANZAC Day Ceremony on 25 April, as well as observing Remembrance Day on 11 November.

ASSIGNMENT POLICY Please ask for the separate assignment policy.

ASTHMA

Asthma has become more prevalent in society and this is certainly the case at Surat State School. **An Asthma Management Plan may need to be developed (see Office for more details).**

Medication will be kept in the School Office, and students will be required to come to the Office if they require medication. This will ensure that use is monitored, so that parents can be informed if their condition requires further attention.

ATTENDANCE

It is compulsory for school age children to attend school. If your child is absent, School Administration must be informed as soon as possible either by text message, email, letter or phone. If you have prior knowledge of an impending absence, it is much appreciated if this information could be passed on to School Administration. Children are expected to remain at school all day.

BEHAVIOUR – See DETENTIONS, RESPONSIBLE BEHAVIOUR PLAN FOR STUDENTS

BICYCLES

Provision is made at school for the proper safekeeping of bicycles. Bicycle racks are located at the School. For safety and legal reasons, helmets must be worn. Students are encouraged to keep their helmets with their school bag in the port racks for safekeeping. Bicycles are not to be ridden in the School grounds. During the day, the bicycle racks are out of bounds.

BOOK CLUB

Scholastic offers regular children's book club to the students. Selections are graded into lower, middle and upper school. It should be noted that there is no obligation to purchase any of the available materials. See School Administration for information.

CAMPS

Surat students will engage in a range of camping opportunities on dates to be determined. Class camps may be arranged by individual class teachers.

ANNUAL AWARDS NIGHT

At the end of each year, the school conducts a night at which many elements of the school life are celebrated, with the successes of students in these areas highlighted.

These include academic and sporting awards where the performances of students is of a sufficiently high standard to warrant recognition.

CHANGE OF ADDRESS OR INFORMATION

If you change your address, telephone number or any other details during the year, please let the School Administration know so that school records can be kept up to date.

COMPUTERS/iPads

The school has a generous allocation of computers and iPads housed in classrooms and a Computer Lab. Small class sizes ensure that students have generous access to ICT's for learning. The school also utilizes interactive Touchboards and iPads.

BOOK & EQUIPMENT LISTS

Book and Equipment Lists are attached. Please ensure all necessary items are clearly named and available for day one of the school year. It is very important that students have all equipment to commence the year.

CHAPLAINCY PROGRAM

Chaplaincy program is an optional service introduced into Surat State School to provide students, staff and parents with additional support. Chaplaincy services also provide an additional adult role model in schools. Whilst personally modelling and owning their own faith positions or belief, Chaplains avoid any implications that any one religion, denomination or other set of beliefs is advantageous or superior to any other denomination, religion or belief.

Our Chaplaincy program is compatible with policies and practices that apply to delivery of any service in a multi-faith and multicultural State School community. A Chaplaincy program is inclusive of and shows respect for all religious and non-religious beliefs and other stances represented in the school community. All activities and events provided within a Chaplaincy program are non-discriminatory and equitably available to students of all beliefs who choose to participate.

Surat State School Chaplaincy runs under the guidance of the Local Chaplaincy Committee (LCC), with representatives from parents and staff, local Churches, and Scripture Union (the major employing authority for School Chaplains in Queensland). The Local Chaplaincy Committee is charged with representing the diversity of religious faith and non-religious beliefs in the school community. Members of the LCC understand the cultural and religious customs and needs of individuals and groups within the school and the range of services and support currently available and/or required. Chaplaincy at Surat State School is funded through a combination of a Federal Government grant and through donations from local churches, community organisations and individuals.

CURRICULUM

The Teaching and Learning program is designed to provide quality education which meets the needs, interests and abilities of students by emphasising the development of appropriate and relevant knowledge, skills and attitudes.

The main focus of our school remains the development of skills in literacy and numeracy. As the cornerstone for all learning, these areas are priorities throughout the school, and not just in the lower school.

Lessons in the Secondary school, and specialist lessons in the Primary school are generally organized around blocks of least 35 minute lessons, to maximize student engagement with their content.

Curriculum Adjustments

As students are profiled and their learning needs are identified, teachers may need to adjust the standard curriculum to accommodate the needs of the students. This is done in consultation with the Leadership Team, and parents are encouraged to be an active part of this process.

Learning Areas

Students engage with the standard Learning Areas of English, Maths, Humanities and Social Sciences, Science, The Arts, Languages, Health and Physical Education and Technologies (Kitchen

Garden, Industrial Technology and Design, Digital Technologies), with ICTs embedded in all subject areas.

Students also have access to the following extra curricular activities.

Arts Council performances
Instrumental Music Program
NAIDOC Week
School Camps
Intra and Inter School Sports
Excursions
ANZAC Day Celebrations
Remembrance Day Celebrations

DETENTIONS

From time to time, students may exhibit behaviour which contravenes the expectations of the school. Detention provides an opportunity for teachers to give students consequences in their lunch time to reflect on their behaviour. Visits to Detention generates phone calls to parents so that they are informed of the activities of their child.

ENROLMENT PROCESS

Upon enrolment, parents are required to make an appointment to meet with the Principal prior to their child/ren attending their first day of school. Appointments can be made via School Administration.

EMERGENCY EVACUATION DRILLS

Drills are targeted for completion once per term.

All staff members and children need to be aware of the evacuation procedures in case of a real emergency, and fire drills are taken seriously. The signal for a fire drill/alarm is the electronic evacuation sound produced on the school bell system.

Parents who may be in the school at the time of an alarm or a fire should proceed by the shortest practical route to the middle of the oval. **They must not try to contact their children.** The fire drill procedures in operation ensure that teachers check all children once the assembly point is reached. Parents removing children during these times could cause the teachers unnecessary concern, or they may even take risky action to try to locate a child a parent has removed from the class.

FACILITIES

Surat State School is a well established older style school with many second story rooms of a chamfer board structure. The Prep building is a free standing building removed from the main school area. The Department of Education maintains the physical structures, while the school is responsible for the grounds. Grants for pop-up sprinklers and consistent dedicated efforts of ground staff have ensured the grounds are always well presented, with conscientious students leaving the grounds generally litter free, and also allowing garden beds to present their best at all times.

The provision of free standing shade structures, gardens and the School Paver Project have further enhanced the opportunities for student eating and leisure.

The construction of a basketball size covered multipurpose sports facility early in 2008, has provided a valuable sporting resource to the school and the community.

FAMILY INFORMATION

This information is kept at the School Administration and records student names, addresses and contact numbers, as well as emergency contact names and their phone numbers. Should you change your address or phone number, please advise the Office staff as soon as possible.

Please keep all contacts up to date

FIRST AID

Treatment is administered to minor injuries sustained while at school. For more serious injuries staff will call the Ambulance and make students as comfortable as possible until the Ambulance arrives.

Should your child become ill or be involved in an accident at School, you will be contacted immediately. If you are not available and medical attention is needed, the school will act on your behalf and notify the QAS. A member of staff from Surat State School will accompany your child to the hospital and wait there until contact has been made with you.

Injuries sustained at home, or sores or boils, should be treated and covered before sending the child to school.

In the event of sickness at school, parents will be contacted to take the child home to minimise the risk of transmitting the sickness. Parents should not send to school any children who are obviously too ill to be at school.

GUIDANCE AND COUNSELLING

Our school will continue to have access to services from a Guidance Officer, Speech Therapist, Occupational Therapist and the School based Youth Health Nurse from Roma.

The school has procedures in place to identify students would benefit from referral to specialists, and communication with parents is a key component of that process. If however, you as a parent feel that your child would benefit from referral, please do not hesitate to contact the school to discuss your concerns.

Outside agencies (Queensland Health) also have personnel available, if your child needs to be referred.

HEAD LICE

From time to time, there are unavoidable infestations of head lice in all schools. Should we be aware of such an infestation in this school, all parents will be advised and it is your responsibility to check your child's head and obtain treatment if necessary. It is important at these times that all children are checked. If lice are found, please ensure all live lice and eggs are removed and careful follow-up checks are made.

HOMEWORK

Teachers will set homework activities. Learning does not only take place at school and in the lower school children working with their parents, reading or completing small tasks, is a very rewarding experience for them. It also lets them see that their parents, as well as the teacher, see learning as important!

As a general rule at Surat, homework will be a consolidation of work already covered in class either as a daily/weekly homework sheet or completion of project work. All children from Prep - 10 may be required to do homework on any given night of the week.

The homework policy of individual teachers will be explained as a part of parent teacher meetings held at the beginning of each school year. This is the best time for parents to ask any specific homework questions they may have.

Primary classes to engage with set homework, for the following recommended period per night -

Years Prep - 3	10 - 15 minutes
Years 4 - 5	20 - 30 minutes
Years 6	30 - 40 minutes

Secondary classes will be required to be more independent in ensuring that tasks required for class activities are prepared on time. This may involve formal homework or student initiated preparations. It is reasonable to expect Secondary student to spend 40 - 50 minutes per night.

We encourage parents to become actively involved in their child's homework providing positive encouragement as well as ensuring they have a quiet and comfortable place in which to work. This is a very important way you can assist your child's education.

JEWELLERY

Jewellery is not regarded as suitable attire and therefore should not be worn. The exception is that children who have pierced ears may wear a choice of studs or sleepers (preferably studs). **Dangling earrings, chains, rings, necklaces, bangles etc. can cause injury during school activities and are not to be worn.** Watches are permitted (**no Smart Watches**), but should be identifiable in case of loss.

LEAVING SCHOOL GROUNDS

Written parental approval is required for students to leave the School grounds during School time or lunch break - (only for secondary students). This is a privilege extended to secondary students after permission is received from parents, but students have responsibilities to accurately record their movement in and out of the school grounds, as we have a strong duty of care for the students and need to be aware of their movements during school hours. Should students not fulfil their responsibilities consistently, they will relinquish their right to leave the grounds. These requirements apply on either a casual or regular basis. No child is permitted to leave the grounds without permission.

A lunchtime leave book is situated at the office. **Students are required to sign out when leaving the grounds and then sign in when returning from lunch with their signature showing on the form.** Students need to have signed back in by 11.30am and 1:45. **If students disregard the signing in/out procedure, this lunchtime privilege will be lost.**

LIBRARY

The school has a well resourced library available to staff and students for research and recreation. Primary students are afforded time per week to browse resources and select those they wish to borrow.

Students borrow for a period of one week. There is no borrowing over the holiday periods.

Students from Prep to Year 6 need to have a library bag to borrow so that the books are kept in as good condition as possible.

LOST PROPERTY

The lost property box is located under the primary building. To assist in locating owners, ***please ensure that all belongings are labelled.***

If items are not claimed after a term, they are then donated to charity.

MEDICATION

The School Policy relating to the administration of medication to students in School time is as follows:

- Staff may give medication, prescribed by a Doctor, provided it is given in strict accordance with instructions by the child's doctor and is requested by parents in writing. Non-prescribed oral medicines e.g. panadol, sudafed, disprin etc. **cannot** be given by staff. Only parents can administer these types of analgesics to their child. Drugs and medication of any kind are not permitted in the school unless the parent completes the **Medication Form at School Administration**.
- Where a staff member is to administer prescribed medication, the instructions provided should be written by a pharmacist at the doctor's direction. The medication container needs to indicate the specific times at which medication is to be administered, as well as the quantity. **MEDICINE MUST BE FORWARDED TO SCHOOL IN ORIGINAL CONTAINER.** **Medication Form at School Administration.**
- All unused medicine will be returned to parents.
- Staff cannot administer injections, unless it is an epi-pen injection to address anaphylactic shock. A number of school staff are trained in administering this medication. Should other injections be necessary, parents will need to make personal arrangements, and the school notified of these arrangements in writing. **Medication Form at School Administration.**

MOBILE PHONES

Mobile phones are not a necessary item of school equipment and **must not be brought to school**. In the event that a need arises for the students to bring a phone to school, it must be handed in to School Administration immediately, and not turned on in the school grounds.

NEWSLETTER

Our Newsletter, is sent home each fortnight via email every second Friday. It may be requested to be distributed in hardcopy to the eldest child in the family. Parents are asked to check with their children regarding these, and to please read them carefully and reply promptly when replies are necessary.

Community groups are welcome to use the facility of the school newsletter to advertise their functions and activities (if space permits).

Please contact the School Administration for more details.

PARENT TEACHER MEETINGS

All teachers at Surat State School present an overview of the term/semester work and explain aspects of what is taught in their particular classes. Not only does this exercise provide an opportunity for teachers to discuss their procedures and expectations, but it also provides an opportunity for parents to ask questions and get to know their child's teacher/s on a personal basis. Formal reporting is completed at the end of each semester.

If you require a meeting to discuss your children or any issues with a teacher or the Principal, one of the following methods must be used to arrange a meeting:

1. Contact the office via phone or face to face to arrange a meeting time.
2. Use your child's diary if available.
3. Send an email.

To avoid disappointment, do not just turn up and expect a meeting to occur.

All parents and visitors to our school must sign in at the office. Administration staff will phone teachers to check availability for a meeting. Parents or visitors must not go directly to classrooms or staffrooms to seek out teachers without signing in at the office this includes visitors to the Secondary block.

PARENTS & CITIZENS ASSOCIATION

This association is made up of parents, school staff and citizens of this community who have a vital interest and concern for the educational and physical welfare of the children in this school. Membership is open to anyone interested in the ongoing progress of the School. Membership is renewable annually before the Annual General Meeting, and an application form must be completed.

PARKING

To ensure the safety of students at peak traffic times, parents are to use only parking areas outside the school grounds. Please ensure that all care and attention is taken while driving around the school precincts.

Parents are not to park in the Staff Park or school grounds.

PERSONAL APPEARANCE

Students will present themselves appropriately at school at all times. This involves appropriate school uniform, no inappropriate jewellery, no makeup or nail polish.

RELIGIOUS INSTRUCTION

Queensland state schools embrace a multitude of cultural, religious and non-religious beliefs. Under the *Education (General Provisions) Act 2006*, schools are to provide Religious Instruction (RI) if approached by a faith group seeking to provide RI and students of that faith attend the school.

RI informs students about the beliefs and values of a particular religion. It is delivered by volunteers of a faith group using instructional materials approved by that faith group. RI is required to be consistent with legislation and Department of Education policies and procedures.

All RI instructors must hold a blue card and participate in compulsory Student Protection and Code of Conduct training. RI instructors are only entitled to deliver the RI program outlined below. A school staff member will be present during the delivery of RI.

Participation in RI is not compulsory. Any student (except Prep students) may participate in RI if a parent has provided written instructions to the school.

Students who do not participate in religious instruction are provided with **other instruction** in a separate location during the period arranged for religious instruction as per (s.31 Education (General Provisions) Regulations 2006). The **other instruction** will relate to part of a subject area that has already been covered in the student's class and will include, but is not limited to, 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, Literacy Planet), and wider reading such as independent reading appropriate for the student.

Religious Instruction is not part of our School's Chaplaincy program and occurs only in accordance with legislation and departmental policy.

REPORT CARDS AND PARENT TEACHER MEETINGS

Written report cards are issued in the last week of Semester 1 and Semester 2.

All parents are invited to attend Parent Teacher Meetings at the conclusion of Term 1, Term 3 and when Report Cards are issued. We encourage parents to participate, especially when formal meetings are arranged.

Teachers maintain Individual Profiles for all students throughout the year. We welcome parents to discuss their child's progress at any time.

STUDENT CODE OF CONDUCT

Through discussions with community, students, staff and parents, the school developed a plan to promote responsible behaviour in the school. Parents are required to discuss the Student Code of Conduct with their children and sign an agreement form to indicate their approval of the processes identified upon enrolment. The basis of the plan is that when students choose their behaviour, they choose their consequences.

RIGHTS AND RESPONSIBILITIES OF THE SCHOOL COMMUNITY

EVERYONE HAS THE RIGHT:

- ◆ to a learning environment free from disruptive behaviour
- ◆ to work and play in a clean and safe environment
- ◆ to be treated with respect
- ◆ to develop their abilities in a supportive environment
- ◆ to meet their own needs in socially appropriate ways

EVERYONE IS RESPONSIBLE FOR:

- ◆ their own actions and what they say and the effect this has on other people

- ◆ treating everyone with courtesy, consideration and respect
- ◆ co-operating with and accepting others
- ◆ developing acceptable standards of personal hygiene and dress within the school community (e.g. being clean, tidy, wearing uniform)
- ◆ caring about our school grounds, equipment and public image

SCHOOL PARADE

A School Parade for all children is conducted each Monday morning (or the first morning of the school week) at 8.50am.

As this is the only time each week when all students and teachers are together, it is a very important occasion. Parade includes greetings, anthem, Student of the Week announcements, notices, coming events, introduction of school visitors, award presentation and an address by the Principal.

Not only is Parade important for communication purposes, but they also foster school pride and a sense of belonging. As with any school activity, parents are invited to visit and observe our Parade each week.

SCHOOL BUS

The school currently has two bus runs which transports children to and from school -

EAST SURAT	Owned and operated by John & Belinda Sparkes
SOUTH SURAT	Owned and operated by Kylie Washington

For those children travelling on bus routes, a code of behaviour exists. If there are concerns to any aspect of the bus route, please contact the Bus Service Operator.

SCHOOL DAY

Students who arrive at school from 8:00am will attend Homework Club or Walking Club until 8.30am, after which they will be released.

The school day finishes at 3.00pm and children not waiting for the bus or not involved in specific activities should leave promptly. Supervision of bus children by staff concludes with the bus departure at 3.10pm.

A range of music is played to let students know when it is time to come into school in the morning, after morning tea and after the lunch break

Alert Signal	8.45am
Morning Session	8.50.am - 10.45am
Lunch	10.45am - 11.30am
Middle Session	11.35am - 1.20pm
Afternoon Tea	1.20pm - 1.45pm
Afternoon Session	1.50pm - 3.00pm

SPORTS HOUSES

The Students of Surat are placed into a sporting house when they are enrolled. House names are **Ogilvie** and **Crothers**. The names reflect the esteem with which we hold our pioneers. The

Crothers name came from Sarah Jane Crothers a governess for a widower Henry William Thrupp at H-Lagoon. She later married Henry Thrupp and their daughter Frances married Robert Dehnert. James **Ogilvie** was Head Teacher at Surat from 1881 to 1889 after which he became tutor to the Robert Dehnert family who lived at Broadmarsh. The House colours are Royal Blue for Crothers and Gold for Ogilvie.

Annual competitions between the houses are conducted in Swimming, Athletics and Cross Country.

SCHOOL SPORT

Sport plays an important role in the life of the School with inter-school sporting opportunities available in a range of sports. Students have the opportunity to compete at Roma and District, South West Region or State level.

SCHOOL UNIFORMS

Surat State School is a uniform school endorsed by school community through the Parents and Citizens' Association.

The full Uniform policy is available on the school website - www.suratss.eq.edu.au

The wearing of a School uniform is expected for the following reasons -

- it gives students a sense of equality
- it encourages identification with the school and reflects school pride

We look forward to your co-operation on this very important issue.

Uniform description - Primary

School blue and gold polo shirt
Royal Blue shorts/skirts/skorts
Royal Blue or white sports socks
Blue bucket hat (available at school)
Winter - Royal Blue Tracksuit

Safe and effective sport shoes or appropriate leather shoes.

No part of the uniform is to display brand names as this may jeopardise the sense of equality.

Secondary Formal Uniform - Monday and special events only

Girls - Blue blouse and navy skirt, or navy long pants, with white socks and black shoes

Boys - Blue shirt and navy pants, with navy socks and black shoes.

Uniform description - Secondary

School blue and gold polo shirt
Navy shorts/skirts/skorts
Navy or white sports socks
Blue bucket hat (available at school)
Winter - Navy Tracksuit

Safe and effective sport shoes or appropriate leather shoes.

As part of our School's Sunsafe Program (refer to Sunsafe Policy) a broad brim hat is the only acceptable hat. CAPS WILL NOT BE PERMITTED and students will not take part in any outdoor activity without a suitable hat. HATS ADVERTISING ALCOHOL OR INAPPROPRIATE WORDING WILL NOT BE PERMITTED. As this may effect participation and therefore results, in Physical Education activities, it is strongly recommended suitable protection from the sun be brought to school at all times. Sunscreen is available at school for activities in the sun.

STUDENT SUPPORT TEAM

The Principal, Support Teacher, Head of Department and Guidance Officer work together to develop Action Plans / Alternate Programs and individual education programs for students with additional needs as well as monitoring inclusive practices for all target groups.

We welcome and encourage support from parents of students involved.

STUDENT COUNCIL

All students in Year 3 to Year 10 have an opportunity to become involved in the Student Council as a means of developing a positive student contribution to the School.

INSTRUMENTAL MUSIC

Students have the opportunity to learn a musical instrument such as a trombone, saxophone, trumpet, flute, tuba, clarinet or recorder through the Instrumental Music Program - depending on numbers of students engaged. Students are eligible from Year Four.

An Instrumental Music Teacher comes to Surat School one day each week to conduct lessons with the students involved.

Instruments are supplied through the School for a small charge. Students who participate in the program are expected to take part in all planned activities of the instrumental music program including camps and band performances. This involves some additional costs. See Instrumental Music Handbook (available at School Administration).

We encourage as many students as possible to join in and become a member of the Surat State School Instrumental Music Program.

SWIMMING

Students engage in a range of aqua activities in swimming lessons in Term Four. Activities include learn to swim and water safety. Students are required to wear swim shirts for these lessons as part of the sun safe strategy.

USE OF SCHOOL FACILITIES

The school grounds are out of bounds to students, out of school hours and on the weekends.

In keeping with Property Management Policy a written application is required when parents and community members wish to use any of the school's facilities.

VOCATIONAL EDUCATION AND TRAINING (V.E.T)

Students in Year Ten are given the opportunity to engage in Apprenticeships and Traineeships while still attending school. This gives them the opportunity to attend their chosen workplace at least once per week rather than attending school, though school is still the primary education provider. They are also given opportunities to engage with their tertiary studies associated with their employment in school hours.

WORK EXPERIENCE

When students reach their last year at Surat State School, provision is made for them to engage in Work Experience exercises normally of one week's duration. Work Experience has proved to be an extremely valuable introduction to the field of work. One of our Secondary teachers coordinates all aspects of Work Experience, with parents being fully informed of all details. Other work experience opportunities may be organised to meet the needs of individual students.

INFECTIOUS DISEASES

Should your child contract any of the following diseases, parents must check with the school for the exclusion period from school. See Time Out poster below.

Time Out

Keeping your child and other kids healthy!

This poster provides information on the recommended minimum exclusion periods for infectious conditions and will assist medical practitioners, schools, pre-schools and childcare centres to meet the requirements of the Public Health Act 2005.

Condition	Person with the infection	Those in contact with the infected person*
Chickenpox (varicella)	EXCLUDE until all blisters have dried. For non-immunised children, this is usually 5 days after the rash first appears, and less for immunised children.	EXCLUSION MAY APPLY EXCLUDE non-immune pregnant women and any child with immune deficiency or receiving chemotherapy. <i>Contact your Public Health Unit for specialist advice.</i> Varicella can be reactivated in older children and adults as Shingles. See below.
Cold sores (herpes simplex)	NOT EXCLUDED if the person can maintain hygiene practices to minimise the risk of transmission. Young children unable to comply with good hygiene practices should be excluded while sores are weeping. Sores should be covered with a dressing where possible.	NOT EXCLUDED
Conjunctivitis	EXCLUDE until discharge from eyes has ceased unless a doctor has diagnosed non-infectious conjunctivitis.	NOT EXCLUDED
COVID-19 ¹	EXCLUDE for at least 10 days after the onset of illness and until they have not had any symptoms for 3 days. <i>Contact your Public Health Unit for specialist advice.</i>	EXCLUSION MAY APPLY <i>Contact your Public Health Unit for specialist advice.</i>
Cytomegalovirus (CMV)	NOT EXCLUDED Pregnant women should consult with their doctor.	NOT EXCLUDED Pregnant women should consult with their doctor.
Diarrhoea ² and/or Vomiting including: • amoebiasis • campylobacter • cryptosporidium • giardia • rotavirus • salmonella • viral gastroenteritis <i>but excluding:</i> • norovirus • shigellosis • toxin-producing forms of E.coli (STEC) <i>See specific information below</i>	Exclusion periods may vary depending on the cause. EXCLUDE a single case until 24 hours after the last loose bowel motion and the person is well. EXCLUDE all persons who prepare or serve food until they have not had any diarrhoea or vomiting for 48 hours. If there are more than two cases with diarrhoea and/or vomiting in the same location, or a single case in a food handler, notify your Public Health Unit. <i>See information below if norovirus is confirmed or considered likely as the cause of diarrhoea and vomiting.</i>	NOT EXCLUDED
Enterovirus 71 (EV71 neurological disease)	EXCLUDE until written medical clearance is received confirming the virus is no longer present in the person's bowel motions.	NOT EXCLUDED
Fungal infections of the skin and nails (ringworm/tinea)	EXCLUDE until the day after antifungal treatment has commenced. (No exclusion for thrush).	NOT EXCLUDED
Glandular fever (mononucleosis, Epstein-Barr virus)	NOT EXCLUDED	NOT EXCLUDED
German measles (rubella) ⁴	EXCLUDE for 4 days after the onset of rash or until fully recovered, whichever is longer. Pregnant women should consult with their doctor.	NOT EXCLUDED Pregnant women and female staff of childbearing age should check their immunity with their doctor. <i>Contact your Public Health Unit for specialist advice.</i>
<i>Haemophilus influenzae</i> type b (Hib)	EXCLUDE until the person has completed a course of appropriate antibiotic treatment. ⁵ <i>Contact your Public Health Unit for specialist advice.</i>	EXCLUSION MAY APPLY <i>Contact your Public Health Unit for specialist advice.</i>
Hand, foot and mouth disease (EV71)	EXCLUDE until all blisters have dried.	NOT EXCLUDED
Head lice	Exclusion is not necessary if effective treatment is commenced before next attendance day (i.e. the child does not need to be sent home immediately if head lice are detected).	NOT EXCLUDED
Hepatitis A ⁴	EXCLUDE until at least 7 days after the onset of jaundice or dark urine, or for 2 weeks after onset of first symptoms if no jaundice or dark urine.	NOT EXCLUDED <i>Contact your Public Health Unit for specialist advice about vaccination or treatment for children and staff in the same room or group, children transferring to another centre and new enrolments.</i>

1. Observing the exclusion period meets the intent of the Public Health Act 2005 for a person to be non-infectious.

2. The definition of 'contact' will vary between diseases and is sometimes complex. If unsure, contact your local Public Health Unit.

3. Diarrhoea definition is: 3 or more loose stools or bowel movements in a 24 hour period that are different from normal and/or escapes a child's nappy.

4. Doctors should notify the local Public Health Unit as soon as possible if children or staff are diagnosed with these conditions.

5. Appropriate antibiotic treatment: this will vary between diseases. If unsure, contact your Public Health Unit.



Condition	Person with the infection	Those in contact with the infected person*
Hepatitis B and C	NOT EXCLUDED Cover open wounds with waterproof dressing.	NOT EXCLUDED
Hepatitis E	EXCLUDE until at least 2 weeks after the onset of jaundice.	NOT EXCLUDED
Human immunodeficiency virus (HIV/AIDS)	NOT EXCLUDED Cover open wounds with waterproof dressing.	NOT EXCLUDED
Influenza and influenza-like illness	EXCLUDE until symptoms have resolved, normally 5-7 days.	NOT EXCLUDED
Measles [†]	EXCLUDE for 4 days after the onset of the rash. <i>Contact your Public Health Unit for specialist advice.</i>	EXCLUSION MAY APPLY Vaccinated or immune contacts NOT EXCLUDED . EXCLUDE immuno-compromised contacts (including those receiving chemotherapy) until 14 days after the appearance of the rash in the last case. EXCLUDE non- or incompletely vaccinated contacts, without evidence of immunity. <i>Contact your Public Health Unit for specialist advice.</i>
Meningitis (bacterial)	EXCLUDE until well and has received appropriate antibiotics.	NOT EXCLUDED
Meningitis (viral)	EXCLUDE until well.	NOT EXCLUDED
Meningococcal infection [†]	EXCLUDE until 24 hours of appropriate antibiotics have been completed. <i>Contact your Public Health Unit for specialist advice.</i>	NOT EXCLUDED <i>Contact your Public Health Unit for specialist advice about antibiotics and/or vaccination for close contacts.</i>
Molluscum contagiosum	NOT EXCLUDED	NOT EXCLUDED
Mumps	EXCLUDE for 5 days after onset of swelling. Pregnant women should consult with their doctor.	NOT EXCLUDED Pregnant women should consult with their doctor.
Norovirus	EXCLUDE until there has been no diarrhoea or vomiting for 48 hours.	NOT EXCLUDED
Roseola, sixth disease	NOT EXCLUDED	NOT EXCLUDED
Scabies	EXCLUDE until the day after treatment has commenced.	NOT EXCLUDED
School sores (impetigo)	EXCLUDE 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.	NOT EXCLUDED
Shiga toxin-producing E. coli (STEC)	EXCLUDE until diarrhoea has stopped and two samples have tested negative. <i>Contact your Public Health Unit for specialist advice.</i>	EXCLUSION MAY APPLY <i>Contact your Public Health Unit for specialist advice.</i>
Slapped cheek syndrome, fifth disease (parvovirus B19, erythema infectiosum)	NOT EXCLUDED Pregnant women should consult with their doctor.	NOT EXCLUDED Pregnant women should consult with their doctor.
Shigellosis	EXCLUDE until there has been no diarrhoea or vomiting for 48 hours. <i>Contact your Public Health Unit for specialist advice.</i>	EXCLUSION MAY APPLY <i>Contact your Public Health Unit for specialist advice.</i>
Shingles (herpes zoster)	EXCLUSION MAY APPLY If blisters can be covered with a waterproof dressing, until they have dried NOT EXCLUDED . EXCLUDE if blisters are unable to be covered and until no new blisters have appeared for 24 hours.	EXCLUSION MAY APPLY <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)	EXCLUDE until 24 hours of appropriate antibiotics have been completed.	NOT EXCLUDED
Tuberculosis (TB) [†]	EXCLUDE until written medical clearance is received from the relevant Tuberculosis Control Unit.	NOT EXCLUDED
Typhoid [†] and paratyphoid fever	EXCLUDE until diarrhoea has stopped and two samples have tested negative. <i>Contact your Public Health Unit for specialist advice.</i>	EXCLUSION MAY APPLY <i>Contact your Public Health Unit for specialist advice.</i>
Whooping cough (pertussis) [†]	EXCLUDE until 5 days after starting appropriate antibiotics or for 21 days from onset of cough. [‡] <i>Contact your Public Health Unit for specialist advice.</i>	EXCLUSION MAY APPLY for those in contact with the infected person. <i>Contact your Public Health Unit for specialist advice regarding exclusion of non- or incompletely vaccinated contacts.</i>
Worms	EXCLUDE until diarrhoea has stopped for 24 hours and treatment has occurred.	NOT EXCLUDED



Some medical conditions require exclusion from school, childcare centres and other settings to prevent the spread of infectious diseases among staff and children.

For further information or advice about diseases or conditions not listed here:

- Contact your nearest public health unit at: www.health.qld.gov.au/system-governance/contact-us/contact-public-health-units
- 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
- For fact sheets about various communicable diseases visit the Queensland Department of Health website at <http://disease-control.health.qld.gov.au>

Time Out




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



Queensland Government

MAR 2020

Booklist 2024

Books	Prep	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	7-10
QLD Targeting Handwriting		1 x Year 1	1 x Year 2	1 x Year 3	1 x Year 4			
Scrap Books	8							
Writer Premium - Story Book 64 Page ½ blank + ½ Year 1 Ruled 	5	2	2					
A4 Exercise Books	3 x Year 1 48 Page	10 x Year 1 96 Page	10 x Year 2 96 Page	11 x Year 3/4 96 Page	11 x Year 3/4 96 Page			
A4 Exercise Books 96 page- Blue Lined				2	2	10	10	8
A4 Maths Grid Books (10mm)		1	1	1	1	1	1	
A4 Botany Book - 48-Page				1 Year 3/4 line	1 Year 3/4 line	2 Blue line	2 Blue line	
Plastic Document Wallets	1	1	1	2	2	2	2	5 x assorted colours
Display Folders		1	1	1	1			
Manilla Folders	3	2	2	2	2	2	2	2
A4 Reams of Paper-White	2	2	2	2	2	2	2	2
Homework Bag - zippered (available at School Office)	1	1	1	1	1	1	1	
Student Diary	1	1	1	1	1	1	1	1
A3 Visual Diary - spiral bound (<i>can carry over from previous year</i>)		1	1	1	1	1	1	1
A4 Tear-off Jotter Pad								2

Equipment List 2024

Items	Prep	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	7-10
HB Pencils (Columbia or Staedler)	12	12	12	12	12	12	12	12
Erasers	2	4	4	4	4	4	4	2
Ruler - 30cm wooden	1	1	1	1	1	1	1	1
Glue Sticks	6	6	6	6	4	4	4	2
Metal Pencil Sharpener	1 (2 holes)	1	1	1	1	1	1	1
Calculator				1	1	1	1	1 x Scientific (Sharp)
Pencil Case (not oversized)	1	1	1	1	1	1	1	1
Scissors	1	1	1	1	1	1	1	1
Coloured Pencils (packet of 12 assorted colours)	1	1	1	1	1	1	1	1
Felt Pens (packet of 12 assorted colours)	1	1	1	1	1	1	1	1
Highlighter Pens (varying colours)	2	2	2	4	4	4	4	4
Ballpoint Pens				2x red	2x red	2x red	2x red	5 x red, 10 x blue/black
Whiteboard Markers (approx. 4 pens per pack)	2 packets Black fine tip	2 packets Black only	2 packets Black only	2 packets Black only	2 packets Black only	2 packets	2 packets	1 packet
Library Bag	1	1	1	1	1	1	1	
Headphone set (with microphone)	1	1	1	1	1	1	1	1
USB Memory Stick				1	1	1	1	1
Compass & Protractor Set - Celco 180					1	1	1	1
Clipboard Folder	1	1	1	1	1	1	1	1
Box of tissues	2	2	2	2	2	2	2	2