Dear Parents and Carers

It is a pleasure to welcome your child/children to Durack State School and to wish them happiness and success in all aspects of their school life. Our school strives to provide high quality education programs with an emphasis on creating learning environments that are innovative and enriching. Staff place great emphasis on the development of students’ oral language literacy and numeracy skills.

We have an inclusive approach where specialists provide programs that cater for individual needs while supplementing classroom practice. Programs include ESL, learning support, oral language and students with disabilities programs.

Various enrichment programs focus on our gifted and talented students. These include artist and scientist in residence, academic competitions and challenges, leadership, particularly as a key focus in year 7. We also support elite athletes to progress to Regional and State levels. Cultural dance, choir, instrumental music and keyboard opportunities are part of the performing arts program.

Classroom computers with internet access offer exciting opportunities to integrate information and communication technology as a teaching tool in all areas of learning. All students can access interactive technology ‘Smart Board’ technology within the classroom setting.

As you may be aware Durack was very fortunate to be part of the State Schools of Tomorrow initiative in the Inala area. Durack is one of six schools that will benefit from $69.5 million renewal. Construction started in 2009 and was completed in mid 2010. As a result our students are benefiting from a new school environment designed for the 21st century learning.

Durack became a National Partnership school in 2010. This had brought an additional $1,300,000 into the school over the next 4 years to enhance literacy, numeracy and science performance. The school will also focus on community engagement and student attendance.

I would like to take this opportunity to invite you to become a part of your child's school experience. Please feel free to join the Parent and Citizens Association or become actively involved as a volunteer. We gratefully accept help in the school and I urge you to get involved for your child's sake. Studies have repeatedly shown that children who have parents involved with their school do better in their studies.

To ensure open lines of communication are maintained, information is sent home regularly, via the fortnightly School Newsletter and Class Notices. As the Newsletter contains information about the day to day operation of the School, including excursions and other variations to the School routine, it is important that attention is given to its contents.

The staff at Durack State School endeavour to be role models for our students. Positive attitudes greatly enhance a child's chances of developing their full potential at school. Please do not hesitate to contact class teachers on any matter concerning your child's education. You will always be welcome.

We are very proud of the quality education our school provides. I look forward to working with you to ensure our school maintains its vitality, relevance and effectiveness.

Beth Petersen
Principal
Mission Statement for Durack State School

Our mission is to encourage students to strive to reach their potential within a safe, nurturing, learning environment built on respect.

Through our approach our students have every opportunity to become true Durack Dragons – Safe Respectful Learners

School Contextual Background – Key Priorities

- To improve literacy and numeracy performance – utilising an inclusive and a differentiated/personalised learning approach
- To develop and implement a whole school approach to science
- To provide a whole school targeted intervention approach
- To provide a learning environment where teacher capacity building is the norm – Professional Development Framework
- To build meaningful school and community partnerships
- To enhance the image of the school within the local and wider community

School Contact Information

OFFICE HOURS
8.00 am to 4.00 pm
69 Inala Avenue Durack 4077

<table>
<thead>
<tr>
<th>PRINCIPAL:</th>
<th>Beth Petersen</th>
</tr>
</thead>
<tbody>
<tr>
<td>DEPUTY PRINCIPAL:</td>
<td>Tracey Slingsby</td>
</tr>
<tr>
<td>BUSINESS SERVICES MANAGER:</td>
<td>Colleen Hollis</td>
</tr>
<tr>
<td>ADMINISTRATIVE OFFICER:</td>
<td>Yevette King</td>
</tr>
<tr>
<td>LEARNING ENGAGEMENT OFFICER</td>
<td>Sonya Egert</td>
</tr>
</tbody>
</table>

SCHOOL TELEPHONE: 3714 2666
FAX NUMBER: 3714 2600
PREP TELEPHONE:
  PREP 1 3714 2628
  PREP 2 3714 2629
  PREP 3 3714 2627
TUCKSHOP: 3714 2608
STUDENT ABSENCE LINE 3714 2660
SCHOOL ADMINISTRATION AND ORGANISATION

General
The professional staff at the school consists of the Principal, Deputy Principal, classroom and specialist teachers. The number of classroom teachers appointed to Durack is dependent on enrolments as assessed at various times through the year. Additional staff assist in the operation of the school, these include Teacher Aides, Ancillary Officers and a Facilities Officer. We also have a Business Services Manager, an Administration Officer and a Teacher Librarian.

Class Organisation
Classes are organised into teaching units based on Year Levels, from Prep to Year 7. Children are allocated to year levels on the basis of age, on current academic achievement, or on previous educational experience in Queensland or in other educational systems. Gender and cultural balance is also important while taking into account behavioural issues.

Our school has the facilities to enable the use of a variety of teaching and class grouping techniques. At any given time, we are employing those best suited to the needs of the children, having regard for staffing levels and space available. It is our desire to achieve stability for the children's sake.

However, there are times when changes are necessary. Sometimes these changes are made for the benefit of the children. On other occasions, they have to be made because of changing enrolments or enrolment patterns within a particular year level, as a result of teacher transfers, or changes to the number of teachers on staff. Thus, it may be necessary to form or to disband a multi-age class group, to implement co-operative teaching practices or change teachers or children from one class group to another. On such occasions, parents will be advised as early as is practicable before the change takes place. If necessary, a Parent Information Meeting will be held. Please rest assured that we will do our best to avoid disadvantaging your child.

Day 8 Procedure
The school is staffed on the actual number of students attending school on the 8th day. Therefore it is essential that if your child will not be commencing the school year by Day 8, written evidence is required. Please contact the school prior to this date. Situations where this may occur include extended holidays, illness or a death in family.

Enrolment
All children need current birth certificates to be enrolled in Prep or primary school. Parents can obtain the application form at their local courthouse or by phoning the Registry of Births, Deaths and Marriages on 1300 366 430 to have an application form sent to them.

Parents can also submit the form at any local courthouse or by mail and should receive the certificate within three weeks.

For information including pricing and certificate access policy, visit the website http://www.justice.qld.gov.au/bdm/certificates.html

Attendance
Once enrolled at this school, attendance in Year 1 to 7 is compulsory unless through reasonable excuse, the child is unable to be present (Prep is not compulsory). Where children are absent on any occasion, please

- Provide a note signed by a parent or guardian explaining the reason for the absence. This must be sent to the class teacher.
- Call the absence line on 3714 2660 and leave a brief message stating your name and relationship to child, the child’s name and class; reason for absence and expected return date

Continued absenteeism will result in Department of Education Training and the Arts (DETA) policies being adhered to, this can lead to prosecution.

Collection of students
Should parents wish to collect pupils during school hours, they must make contact in person, by phone or by note, and collect children from the office. Parents will be asked to complete the early departure register. Parents are not to collect children from classrooms.

Absence of the Principal
In the absence of the Principal and Deputy Principal experienced teachers are nominated by the Principal to assume the duties and responsibilities of the Principal during her absence.
Assembly
Y2-7 School assemblies are generally held on Wednesday afternoon at 1:45 pm in the multi-purpose undercover area. PREP – Y1 assemblies are generally held on Fridays at 9:00am. Parents are always welcome. However there is an expectation that students are attentive and do not talk and we ask parents to support our assemblies by being good role models.

Book Lists
Book lists are available at any time from the school office. These lists are drawn up by the teachers of each year level. It is strongly suggested that your child does have the items on the list and that they are clearly marked with your child's name. Items such as pencils and glue will probably need to be replaced during the year.

Captains - School
These are selected from Year 7 students by teachers and fellow Year 7 students. Badges are presented at a special assembly. To be eligible for a leadership role there is an expectation for outstanding behavioural record in the previous year.

Excursions
As an aid to a better understanding of work taught, educational excursions are a practical part of our school program. From time to time, students will be given the opportunity to participate in an excursion. We are very careful to ensure that excursions are related to the child's overall educational program.

In connection with an excursion, parents are advised in advance as to costs, venue, transport and other arrangements, and are required to return a signed consent form. No child is permitted on an excursion unless a signed consent form is received from a parent or guardian or by special arrangement via phone contact.

Parents may be asked to assist transporting students. To be eligible to provide private transport,
- The driver must have a current driver’s license
- The vehicle must be registered
- The vehicle must have 3rd party insurance
- Possess seat belts for all students

Excursions, school activities and transporting of students all carry inherent risks of injury. Please refer to section above on insurance.

Family Contribution (under review 2010)
Family Contribution has in the past assisted with the cost of consumables eg replacement readers or targeted key school improvements eg air-conditioning. This voluntary contribution has been under review in 2010.

Homework
Where teachers consider it necessary, meaningful homework tasks are set as a means of improving the children's academic ability and achievement, as well as developing self-discipline, responsibility, co-operation and self-motivation in the children. On the whole, homework is either directly related to work the children are currently doing in class, or is used for revision purposes.

Whilst you are encouraged to assist with homework when possible, children should be able to complete the work within a reasonable time and with minimal support. Teachers may vary the work to meet your child’s ability level. We encourage homework to become the child’s responsibility.

Additional homework may be set at your request. Education Queensland’s prescribed levels:
- Prep – Generally students will not be set homework
- Y1-3 – Could be up to – but generally not more than – an hour a week
- Y4-5 – Could be up to – but generally not more than – 2-3 hours a week
- Y6-7 – Could be up to – but generally not more than – 3-4 hours a week

Honour Certificates and Awards
These are given for outstanding achievement in the classroom. They are awarded at our whole school assembly.

Positive student behavioural achievement will be promoted and recognised.
1. “Gotcha” Awards – Children who are “doing the right thing” in the playground are to receive Gotcha Awards. All these awards are placed in the box in the office and 5 are selected on assembly to receive a more tangible award
2. Helping Hands – Student volunteers at Breakfast Club and P&C activities
3. “Student of the week” – for students who demonstrate a sound application of our values and beliefs, presented at whole school assembly
4. Class certificates – presented on parade
5. Principals Awards – for academic achievement in Numeracy and Literacy. These are awarded with end of semester reports.
6. End of Year Science and Technology Awards presented to students.

House System
All children are allocated to a School House upon enrolment. There are three Houses: Alpha (Blue), Beta (Red) and Gamma (Green). Children from the one family are where possible allocated to the same House.

The house system plays a major role in sport and class competition during the year. House Captains, chosen from Year 7 students, are elected by Year 5 - 7 children at the beginning of each year.

Insurance
Parents are advised that the Department of Education & Training does not have Personal Accident Insurance cover for students. Education Queensland has its own public liability cover for all approved school activities & provides compensation for students injured at school activities only when the Department is found to be negligent. If this is not the case, then all costs associated with the injury are the responsibility of the parent or caregiver. It is a personal decision for parents as to the type & level of private insurance they arrange to cover students for any accidental injury that may occur.

Library Borrowing
The library houses an extensive collection offering a varied selection of books.
- Students may borrow 4 books for up to 2 weeks.
- Additional books will be allowed for special projects and needs. Audiovisual items and computer software are not normally available for borrowing for home use.
- The school would prefer students of Prep to Year 3 use a library bag. These are available through the Library, Office and Tuck Shop at a small cost.

Band members may borrow music books for up to the end of the year.

Overdue notices will be sent our regularly. When books are grossly overdue, a letter will be sent to you requesting payment for the book.

Physical Education and Sporting Activities
All children are expected to participate in the school's physical education and sports program. We believe that physical education and organised sport play a major role in child growth and development, in respect of physical, social and academic areas.

Some features are:
- **Physical Education** - Children will participate in a program of regular fitness and skill development.
- **Swimming** - Children from Years 2 to 4 take part in our swimming program (5 weeks long).
- **Sport** - A full program of inter-school sport is arranged. This includes such sports as softball, soccer, netball and T-ball and is played on a regular basis for Years 5, 6, 7.
- **Athletics** - Children train in athletics skills as a prelude to our Inter-House Athletics Carnival held at the school. Selected children then compete in the Inala District Inter-School Athletics Carnival.
- **Smart Moves** – Students participate in a huff and puff half hour exercise program 4 days per week. Prep students access Perceptual Motor Program (PMP) to improve fine and gross motor skills.

The school has the services of a visiting Physical Education Teacher 2.5 days per week. This teacher assists in all aspects of the Physical Education Program.

Physical activity & physical education, particularly contact sports, carry inherent risks of injury. Please refer to section above on insurance.

Prep Students
To assist your child in their first year of school can you
- Provide your child with a spare set of clothing
• Provide morning tea and lunch in 2 separate containers
• Ensure correct money is sent in a named envelope if required for any school activities
• Sign your child into the classroom by 8:55am in the morning and collect your child at 3:00pm

Religious Education
Religious education lessons (Christian) occur once per week. Church representatives take classes for a 30 minute period. Classes cover all denominations. Children will automatically be involved in these classes unless a note is received from parents stating otherwise.

Islamic & Buddhist Religious instruction may be offered for Muslim and Buddhist students when available. Currently we can offer Christian and Buddhist RE.

Responsible Behaviour Plan
Durack State School’s ‘Responsible Behaviour Plan for Students’ is aligned to the School Wide Positive Behaviour Support program where Durack Dragons are ‘Safe Respectful Learners’.

Aims:
• To build a school environment based on high level values, positive behaviour, mutual respect and co-operation.
• To promote a team approach (students, staff, parents)
• To manage challenging/unacceptable behaviour in a positive and professional manner.
• To establish a well understood and logical sequence of consequences and rewards for student behaviour.

Please familiarize yourself with the Responsible Behaviour Plan attached to the parent handbook.

School Band - Instrumental Music
This school has a School Concert Band that consists of Brass, Woodwind and Percussion. We are always looking for children (Years 5 – 7) interested in playing in the band. If your child is interested, please contact the Instrumental Music Teacher. Students who are successful in gaining a place in the school band will be issued with a school owned musical instrument. This instrument is loaned to students subject to certain conditions. A loan agreement must be signed by both the student and parent. A fee per student per semester is payable by all band members with loaned instruments (reduced if students own their own instrument. Payment is to be made prior to allocation of instruments.

School Choir and Cultural Dance Group
The school has a large choir and cultural dance group (Years 4 – 7). Performances may be on Assembly and at school and community events. A fee per semester is payable by choir and cultural dance students.

School Photographs
School photographs are taken each year by a visiting photographer. All students are included in class photographs. Individual photographs may also be purchased. Other group photos may also be taken i.e. Band, Choir, Cultural Dance Group. Parents can order these photos upon viewing.

Transfers
When a child is enrolled at a State School, a transfer certificate from the previous school must be made available. If you are moving to a new locality please call at the Office and ask for a Transfer.

INFORMATION AND PROCEDURES

Breakfast Club
Students may access breakfast club 5 days a week. There is no cost for breakfast. While eating, students are required to remain seated in the breakfast club area. Parents are actively encouraged to volunteer support to assist with the running of the breakfast club. Please see office if interested.

The Parent Room activities before school are accessible to all students from 8:00am. Students are not permitted in the school grounds prior to 8:00am unless attending pre-organised activities. Students can access Parent Room activities conditional to:
• Remaining in the assembly area
• No kicking of balls
• Following Responsible Behaviour Management Program
Code of Conduct
Staff and students adhere to their own codes of conduct. All parents, community members and visitors are required to adhere to the Visitors’ Code of Conduct that is:

All people coming into our school are asked to:
• Respect the rights of all students to access to the education we provide
• Respect the professional role of our staff
• Respect other parents and visitors
• Respect the physical environment for learning
• Respect the policies and procedures established for the school’s good order and management

It is totally inappropriate to speak, regarding incidents that may or may not have happened at school with any student of whom you do not have guardianship. In explanation you need to be aware that the information can be one sided and based on hearsay. Involvement can be in conflict with the school’s investigation of the incident and make it extremely difficult to respond in a fair and ethical manner and, if deemed serious enough could result in a period of exclusion from the school grounds for the offending parent.

All of our students will benefit from families and the school being in a positive, healthy and working partnership.

Lost Property
A lost property box is kept in the office. Students, who have lost items of clothing, lunch boxes, etc, should make a thorough search of the box before reporting the item as being lost. In any case, if all belongings are clearly labelled with the child's name, the anxiety of children who have mislaid something will be greatly reduced. From time to time the contents of the lost property box are put on display. Items not claimed will be used by the school or donated to charitable organisations.

Parking Expectations
Parking Safety Concerns
To ensure the safety of the students, staff and community members of Durack State School it is very important that you understand and adhere to the following.

Pedestrian Traffic

- Access to and from the school by pedestrians must be via the front entry
- Walk across the staff car park with care on the zebra crossing – this behaviour to be modelled to students
- Do not use the driveways in the staff or community car park to enter and exit the school as this is putting yourself and others at risk.

Drop Off Zone
The drop off zone is designed to operate in the following manner
- All drivers must remain in the vehicle
- As spaces become available cars must move forward
NB: there is a police presence from time to time in this area and non-compliance will result in a fine

Staff Car Park
The staff car park is restricted to Education Queensland employees. This is not to be accessed by community members dropping off and collecting students.

Community Car Park
The new car park operates well when the following are observed
- Speed limit of 5kph
- Cars to move in a clockwise direction
- Cars are to reverse park
- Parking is restricted to designated car parks and the grass area
- Do not stop and allow passengers in or out of the vehicle until the vehicle is parked
- Do not drive around and around the car park waiting for your child to come to your car as this is putting students at risk and holds up traffic flow
- Do not proceed down the driveway passing the hall entry. This is a restricted area
- Pedestrians are not to enter or exit through the community car park gates
- Pedestrians use the footpaths where possible
- Students are to remain within the fenced area until the vehicle is parked. It is the parents’ responsibility to collect their child/children from this area
- Do not leave young children in car unattended.
Avocet Street – There are No Standing signs on both sides of Avocet Street (the small street that leads into the car park). Parking in this area may result in a fine.

Durrang Street - Alternate parking is available at the rear of the school in Durrang Street.

Please be aware Education Queensland is not required to supply parking to parents, this was a school initiative under State Schools of Tomorrow. We ask that you demonstrate patience and courtesy when using this facility. Failure to do so could result in access to parking on site being denied. Your cooperation and assistance is appreciated.

Pedestrian Crossing (Traffic Lights)
A light controlled pedestrian crossing has been provided outside the Inala Avenue entrance to the school. In the interests of safety, it is recommended that all children who need to cross Inala Avenue should do so at this point. Students must remain behind the yellow painted line while for lights to change. Students are encouraged to walk across the road – DON’T RUN! The help of parents in instructing children in this matter is appreciated.

Permission to Leave School Grounds
In general, children must not leave the school grounds once they have arrived. However, parents sometimes require their children to go home for lunch. If this is a permanent arrangement, that is, on a regular basis throughout the year, one letter to the Principal at the beginning of the year giving full details is sufficient. In all other cases, a separate note to the class teacher is required for each instance the child is to go home. In emergencies, a telephone call is acceptable.

School Starting Time
School officially starts at 8:50am each day. Our school policy is that students may arrive at school from 8:00am on the condition they go to the “Assembly area” where they may access breakfast club and activities provided by the parent room until 8.30am. A bell will ring at 8:30am to release students to go to their classroom (may or may not be open) or play area.

Be aware that access to the school site prior to 8:50 is at the Principal’s discretion and access will be denied until 8:50am if students’ behaviour places themselves or others at risk, or they do not remain in the designated areas.

Students are expected to be in classrooms by 8:50am. After 9:00am students will require a late slip from the office. Late arrivals will be monitored. Please note late arrival is disruptive to students, teachers and Admin staff.

Smoking
Departmental policy states that there is to be no smoking within 4 metres of school grounds. No area within the school can be designated for smoking.

As a Green and Healthy school we ask that all cigarette butts be disposed of in bins. In support of the schools drug strategy we ask parents to be positive role models as the school discourages smoking within the view of students.

QUITLINE – 131 848 or visit www.quitnow.info.au

Tuckshop
The school tuckshop operated by the P & C Association is open each school day. Children must place their orders by 8.50am at the tuckshop. Current price lists are given to the children throughout the year.

Parents must ensure they model appropriate behaviours at the tuckshop, demonstrating manners and patience.

Parent help is essential for an efficiently run tuckshop. Anyone interested in helping is encouraged to contact the Tuckshop Convenor on 3714 2608 or 3714 2666.

KEEPING YOU INFORMED

Class Letters
Class letters outlining proposed units of work, assessment expectations and excursions are sent home at the beginning of each term.

Evaluation of Student Progress
Throughout the year, teachers are continually evaluating the children's work by means of regular tests, projects and other activities. All results are recorded, so that over the year a profile of each child is being developed. Standardized testing occurs at the end of each semester in years 1 - 7.
**Interviews**
The purpose of parent teacher interviews is the sharing of information that will be beneficial to your child. The opportunity to discuss your child’s strengths and weaknesses will assist with programming at school and at home. For these reasons, your attendance would be greatly appreciated, as we all share the same concerns.

**Newsletters and Notices**
Official communication from the school to the home is by way of Newsletters or Notices. Newsletters are generally sent home fortnightly and Notices as required.
- **Newsletters** printed, contains news of interest about the school, as well as items of educational interest. The newsletter can be accessed via
  - Hardcopy sent home with your child
  - Electronically, newsletter can be emailed to parents who provide email address to the school.
- **Notices** for excursions and for matters of a more urgent nature, are sent home as the need arises. They are generally printed on coloured paper.

**Parent Information Sessions**
During February and March, teachers will be conducting Parent Information Sessions. You will be invited to attend a meeting conducted by their child's Class Teacher. Topics covered at these meetings include school policy, class policy, key learning areas and in general and the teacher’s proposed curriculum development during the year. Teachers will also discuss expectations in relation to work, behaviour, social development and other relevant areas.

These sessions provide everyone with an opportunity to meet teachers and other parents, as well as to become more informed about your child's school.

**Reporting to Parents**
Written reports are sent home at the end of each semester. Parent-Teacher interviews will be held during Semester One and at the end of the school year for students. Details will be sent home prior to that date. Results of the Years 3, 5, 7 National Test (NAPLAN) will be provided to parents. Students in Years 4 & 6 will participate in Queensland Curriculum Assessment Tasks (QCAT). Diagnostic Net is currently being reviewed by Education Queensland. The expectation is that assessment will be conducted in Year 1 in reading, writing and Mathematics.

**Visits to the School**
We are always pleased to discuss with parents any matters relating to the education of their children, or other items connected with their being a member of our school community.

So that such discussions may be meaningful and helpful, it would be appreciated if advance notice could be given, either in writing or by telephone, that an interview is requested. This allows us time to gather relevant information.

**How do I Voice any Concerns?**
The following procedures are to be used to resolve complaints or concerns at our school.
- Let the school know via letter, telephone or in person that you have a concern, providing details of the issue.
- The school WILL investigate to try and find out the facts surrounding the concern.
- The most appropriate person will contact you to discuss the matter, or to organize a meeting.
- Many concerns are quickly resolved once the parent is aware of all the facts.
- If, however, the matter remains unresolved, make a formal appointment to discuss the issue with the Principal.
- District Office can be contacted to help solve problems. The Principal can provide contact details.

**P&C - PARENTS AND CITIZENS ASSOCIATION**
The Durack State School Parents and Citizens Association (P & C Assn) is a voluntary body of parents and citizens interested in the welfare and advancement of the school and its members. While the Association is concerned with fund raising, it does not neglect its interest in matters of an educational nature.

Meetings are held each month. Our P & C Association is a very active group who always wish to welcome new members. Meetings are at 1:45pm in the conference room.
A Register is maintained of current members to ensure that they are covered by insurance when helping our School.

**Code of Conduct**

For all volunteers including P&C members: This code of conduct has been adopted to aid all members of our school community to work as a well ordered group that promotes interest and facilitates development to further improve Durack State School.

A harmonious working environment is essential, to the effective conduct of our school’s volunteer contribution and job satisfaction. It is required that:

- Personal privacy is of paramount concern to all
- Information gathered or obtained as a result of roles as volunteers is only passed on to the relevant school authority with the permission of the person disclosing the information
- Courtesy and respect is to be observed by all. Discussion is healthy – personal attacks are destructive and to be avoided
- Constructive criticism is always welcomed
- Discrimination on racial, ethnic, or religious grounds is forbidden, as is any form of sexual discrimination and/or harassment

All volunteers must sign the visitors register on arrival.

**SCHOOL UNIFORMS**

**Uniforms**

Uniforms are available from Lowes Menswear – Inala Plaza Ph: 3278 8340

Durack is a uniform school and therefore the expectation is that all students must wear the correct uniform. Persistent refusal to comply with school uniform expectations may result in withdrawal from playground activities, sporting and school excursion program.

The Parents and Citizens’ Association support the Education Queensland uniform policy. The uniform is designed with regard to sun safety and gender equity. This ensures that all students are dressed appropriately, and are easily identified at school and on excursions.

Student safety is enhanced, as staff can easily supervise those in our school uniform.

Green shorts and green t-shirt that has the school badge (screen printed in gold) on the front. A green netball skirt or skorts is optional for girls. Green Track pants and jumpers / jackets are required for winter.

School hats are a requirement - styles include

- Green bucket hat - through tuckshop
- Green legionnaires or broad rim hat - through LOWES at Inala
- Green and yellow bucket hat given to students through participation at Multicultural cricket
- Y7 Green bucket hat purchased for presentation at Captains ceremony

**Footwear**

Closed in footwear is mandated, preferably joggers. Thongs and slip on shoes are **not acceptable.** These are a safety concern.

**Lanyards**

Students may be injured if wearing lanyards, hats with cord or similar items that do not break away or have safety clips which release items when they become entangled or caught. It is recommended that students do not wear such items.

**Swim Shirts**

Swim shirts are a mandated requirement to participate in the swimming program.

**Sport Uniforms**

The school does not have a separate sports uniform. The school provides soccer jerseys, t-ball/softball shorts, netball caps and bibs for interschool sport. The school does not provide soccer boots or socks.

**SUPPORT PERSONNEL**

**Advisory Visiting Teachers**

Teachers for students with language, visual, hearing or physical impairment or behavioural concerns visit the school. Details are available from the school Office.

**English as a Second Language – (ESL)**

Teachers are provided for students from a non-English speaking background. ESL teachers may contact...
families for further information prior to assisting students in their learning.

**Guidance Services**
This school receives regular visits from a Guidance Officer. Children with special needs are referred to the Guidance Officer following referral protocols. If you wish for your child to see the Guidance officer you should first discuss the need with your child’s class teacher, who will refer your child on if required. If the referral is of a more sensitive nature please speak with the Principal or Deputy Principal.

**Speech Language Pathologist**
A speech therapist visits regularly. This service is prioritised and access is limited.

**Support Teacher Learning Difficulties-(STLD)**
A Remedial/Resource teacher is employed at this school. If you wish your child to receive Learning Support you should first discuss the need with your child’s class teacher, who will refer your child on if required.

### FIRST AID AND MEDICAL PROCEDURES

**Medication**

**Children are not to have medication at school** without office staff knowledge. Medication will only be administered from the school office unless parents wish to administer medication.

Strict new procedures have been developed by the Queensland Government regarding prescription and over-the-counter medication in schools. Our school is committed to working closely with parents and students to highlight the risk of students misusing these medications.

All parents / caregivers must:
- Notify our school in writing of a health condition requiring medication at school – please complete student medication form available from the office
- Request in writing if the school staff are to administer medication to assist in the management of a health condition.
- Notify our school in writing of any requests and / or guidelines from medical practitioners including potential side effects or adverse reactions.
- Provide the medication in the original labelled container to the nominated staff member.
- **Ensure the medication is not out of date and has an original pharmacy label with the students name, dosage and time to be taken** (medication will only be administered at school if unable to be administered from home eg 4 doses a day of antibiotics)
- Notify our school in writing when a change of dosage is required. This instruction must be accompanied by a letter from a medical practitioner
- Advise our school in writing and collect the medication when it is no longer required at school School personnel are not permitted to provide or administer analgesics such as Panadol, Panadeine and the like (unless prescribed within above guidelines).

Exception to the above guidelines is asthma puffers (such as Ventolin) which may be kept by the child.

**Procedures**
In the event of an accident/injury to a student, the procedure is as follows:-

**Serious Accident/Injury**
i.e. Fractures, Serious Head Injury, Suspected Spinal Injury etc.
1. Appropriate First Aid is administered.
2. The Ambulance is rung immediately.
3. The parent/guardian is contacted. If unavailable, the emergency contact is rung.
4. The student is conveyed to the appropriate medical facility nominated by the Ambulance.

**Minor Accident/Injury**
1. Appropriate First Aid is administered.
2. Student is placed in Medical Room or returned to class.

**Accident/Injury which may require further treatment**
At Medical Centre, private doctor, Hospital etc
1. Appropriate First Aid is administered
2. The parent/guardian is contacted, is advised of the accident/injury and is asked:-
   “Do you wish to collect your child for further medical treatment?”
   or
“Do you wish the school to contact the ambulance?”
If in the opinion of the attending first aid person, the student requires hospital treatment, a decision to call the ambulance may be made without consultation with a parent/guardian.

**Dental Treatment**
The school dental service is available annually to students in attendance at the school. Parental permission is sought when the dental service visits the school. This service is available to students even when not located at Durack State School. For emergencies the Dental Service number is 1300658549 (Central) or 3278 7042 (School Clinic) including school holidays.

**Record Keeping**
1. Any First Aid administered is recorded on the First Aid register kept in the Medical Room by the person who provides the First Aid.
2. **Minor Accident/Injury.** Occurrence is to be recorded as above in A. and also in the "Accident Report Register” located at the Office.
3. **Serious Accident/Injury.** Occurrence is to be recorded, as above in B. and also within the computer based Workplace Health and Safety module within SMS (School Management System). In the event of a serious injury, this procedure automatically instigates notification to District Office and the Workplace Health & Safety Office within Central Office.

**Ambulance**
All students and staff are automatically covered for ambulance services. Therefore, should any accident involving your child occur while at school, at sport or on an excursion they will be transported to the hospital or local doctor free of charge to you.

**Head Lice**
From time to time, there are unavoidable infestations of head lice in all schools. Should this occur you will be advised via the school newsletter. You are expected to take responsibility to check your child’s heads and obtain treatment if necessary.

Durack is actively involved in UQ’s Head Lice research. As parents we encouraged you to allow your child to take part in this program.

It is not policy, in the first instance, to send home children who have been found to have head lice, but families will be notified.

**Health Services**
A nurse from the Department of School Health visits the school annually, or when urgent cases arise. She sees children in Prep and Year 7 plus recommended cases.
Illness
The following table is based on the National Health and Medical Research Council Guidelines and may assist you to know what to do in the event of a child contracting the more common infectious diseases. If you have any doubts, please contact the Registrar.

### General Infectious Diseases

<table>
<thead>
<tr>
<th>Condition</th>
<th>Period of exclusion for:</th>
<th>Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Sufferer</td>
<td>Contact</td>
</tr>
<tr>
<td>Chicken Pox &amp; shingles</td>
<td>Exclude for at least five days after the first appearance of the rash and the last blister has scabbed over. (Some remaining scabs are not a reason for continued exclusion.)</td>
<td>Exclude children with immune deficiencies (eg. Leukaemia or on chemotherapy), otherwise not excluded.</td>
</tr>
<tr>
<td>Glandular Fever (Mononucleosis)</td>
<td>Exclusion not necessary</td>
<td>Do not exclude.</td>
</tr>
<tr>
<td>Measles</td>
<td>Exclude for at least four (4) days after the rash first appears.</td>
<td>Immunised children not excluded. Non immunised children and staff should be excluded until 14 days after the first day the rash appears in the last infected person. Excluded children or staff may return to the school or centre if immunised within 72 hours of contact with the first infected person.</td>
</tr>
<tr>
<td>Mumps</td>
<td>Exclude for nine (9) days or until swelling goes down.</td>
<td>Do not exclude.</td>
</tr>
<tr>
<td>Rubella (German Measles)</td>
<td>Exclude for at least four (4) days after the rash first appears.</td>
<td>Do not exclude. (Female staff of childbearing age should check their immunity to rubella with their GP.)</td>
</tr>
<tr>
<td>Whooping Cough (Pertussis)</td>
<td>Exclude for 14 days from onset of coughing or until child has taken five days of a 7-day course of antibiotics (erythromycin)</td>
<td>Household contacts who have received &lt; 3 doses of pertussis vaccine should be excluded from childcare until they have taken 5 days of a 7 day course of erythromycin, or from 14 days after their last exposure to the infection.</td>
</tr>
</tbody>
</table>

### Common Local Diseases affecting pupil's skin, hair and eyes.

<table>
<thead>
<tr>
<th>Condition</th>
<th>Period of exclusion for:</th>
<th>Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Sufferer</td>
<td>Contact</td>
</tr>
<tr>
<td>Conjunctivitis (acute infection)</td>
<td>Exclude until discharge from eyes has ceased.</td>
<td>Do not exclude.</td>
</tr>
<tr>
<td>Impetigo (School sores)</td>
<td>Exclude until treatment has started. Sores on exposed skin should be covered.</td>
<td>Do not exclude.</td>
</tr>
<tr>
<td>Ringworm, scabies, headlice</td>
<td>Exclude until day after approved treatment has commenced.</td>
<td>Do not exclude.</td>
</tr>
</tbody>
</table>


Exclusion Table

The following is the Exclusion Table of Infectious Diseases approved by the Department of Education. For the purpose of this table, a **contact** means a child of school age in the same residence as the patient. Teachers suffering from infectious diseases will follow the same exclusion period as children. Except in the case of Diphtheria, teachers will not be regarded as contacts.

<table>
<thead>
<tr>
<th>Condition</th>
<th>Exclusion of cases</th>
</tr>
</thead>
<tbody>
<tr>
<td>Amoebiasis (Entamoeba histolytica)</td>
<td>Exclude until diarrhoea ceases.</td>
</tr>
<tr>
<td>Campylobacter</td>
<td>Exclude until diarrhoea has ceased.</td>
</tr>
<tr>
<td>Chicken pox</td>
<td>Exclude for at least 5 days AND until all blisters have dried.</td>
</tr>
<tr>
<td>Conjunctivitis</td>
<td>Exclude until discharge from eyes has ceased.</td>
</tr>
<tr>
<td>Cytomegalovirus Infection</td>
<td>Exclusion not necessary.</td>
</tr>
<tr>
<td>Diarrhoea</td>
<td>Exclude until diarrhoea has ceased.</td>
</tr>
<tr>
<td>Diphtheria</td>
<td>Exclude until medical certificate of recovery is received following at least two negative throat swabs, the first not less than 24 hours after finishing a course of antibiotics and the other 48 hours later.</td>
</tr>
<tr>
<td>Glandular fever (mononucleosis)</td>
<td>Exclusion is not necessary.</td>
</tr>
<tr>
<td>Hand, Foot and Mouth disease</td>
<td>Until all blisters have dried.</td>
</tr>
<tr>
<td>Haemophilus type b (Hib)</td>
<td>Exclude until medical certificate of recovery is received.</td>
</tr>
<tr>
<td>Hepatitis A</td>
<td>Exclude until a medical certificate of recovery is received, but not before seven days after the onset of jaundice or illness.</td>
</tr>
<tr>
<td>Hepatitis B</td>
<td>Exclusion is not necessary.</td>
</tr>
<tr>
<td>Hepatitis C</td>
<td>Exclusion is not necessary.</td>
</tr>
<tr>
<td>Herpes (&quot;cold sores&quot;)</td>
<td>Young children unable to comply with good hygiene practices should be excluded while the lesion is weeping. Lesions to be covered by dressing, where possible.</td>
</tr>
<tr>
<td>Hookworm</td>
<td>Exclusion not necessary.</td>
</tr>
<tr>
<td>HIV AIDS virus</td>
<td>Exclusion is not necessary unless the child has a secondary infection.</td>
</tr>
<tr>
<td>Impetigo</td>
<td>Exclude until appropriate treatment has commenced. Sores on exposed surfaces must be covered with a watertight dressing.</td>
</tr>
<tr>
<td>Impetigo and influenza like illnesses</td>
<td>Exclusion is not necessary.</td>
</tr>
<tr>
<td>Leprosy</td>
<td>Exclude until approval to return has been given by an appropriate health authority.</td>
</tr>
<tr>
<td>Measles</td>
<td>Exclude for at least four days after onset of rash.</td>
</tr>
<tr>
<td>Meningitis (bacterial)</td>
<td>Exclude until well.</td>
</tr>
<tr>
<td>Meningococcal infection</td>
<td>Exclude until adequate carrier eradication therapy has been completed.</td>
</tr>
<tr>
<td>Molluscum contagiosum</td>
<td>Exclusion not necessary.</td>
</tr>
<tr>
<td>Mumps</td>
<td>Exclude for nine days or until swelling goes down (whichever is sooner).</td>
</tr>
<tr>
<td>Parvovirus</td>
<td>Exclusion not necessary.</td>
</tr>
<tr>
<td>Poliomyelitis</td>
<td>Exclude for at least 14 days from onset. Re-admit after receiving medical certificate of recovery.</td>
</tr>
<tr>
<td>Ringworm, scabies, pediculosis (lice), trachoma</td>
<td>Re-admit the day after appropriate treatment has commenced.</td>
</tr>
<tr>
<td>Rubella (german measles)</td>
<td>Exclude until fully recovered or for at least four days after the onset of rash.</td>
</tr>
<tr>
<td>Salmonella, Shigella</td>
<td>Exclude until diarrhoea ceases.</td>
</tr>
<tr>
<td>Streptococcal infection (including scarlet fever)</td>
<td>Exclude until the child has received antibiotic treatment for at least 24 hours and the person feels well.</td>
</tr>
<tr>
<td>Tuberculosis</td>
<td>Exclude until a medical certificate from an appropriate health authority is received.</td>
</tr>
<tr>
<td>Typhoid fever (including paratyphoid fever)</td>
<td>Exclude until approval to return has been given by an appropriate health authority.</td>
</tr>
<tr>
<td>Whooping cough</td>
<td>Exclude the child for five days after starting antibiotic treatment.</td>
</tr>
<tr>
<td>Worms (intestinal)</td>
<td>Exclude if diarrhoea present.</td>
</tr>
</tbody>
</table>
### STUDENT IMMUNISATION SCHEDULE

<table>
<thead>
<tr>
<th>Age of Child</th>
<th>Disease</th>
<th>Vaccine</th>
<th>Date Given</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIRTH</td>
<td>Hepatitis B</td>
<td>Hep B</td>
<td></td>
</tr>
</tbody>
</table>
| 2 months     | Hepatitis B  
Diphtheria, Tetanus & Pertussis  
Poliomyelitis  
Haemophilus Influenza Type B  
Pneumococcal Conjugate  
Rotavirus | Hep B  
DTPa – Triple Antigen  
IPV – Sabin Vaccine  
Hib Vaccine  
7vPCV |  |
| 4 months     | Hepatitis B  
Diphtheria, Tetanus & Pertussis  
Poliomyelitis  
Haemophilus Influenza Type B  
Pneumococcal conjugate  
Rotavirus | Hep B  
DTPa – Triple Antigen  
IPV – Sabin Vaccine  
Hib Vaccine  
7vPCV |  |
| 6 months     | Hepatitis B  
Diphtheria, Tetanus & Pertussis  
Poliomyelitis  
Haemophilus Influenza Type B  
Pneumococcal conjugate  
Rotavirus (3rd dose dependant on brand of immunisation used) | Hep B  
DTPa – Triple Antigen  
IPV – Sabin Vaccine  
Hib Vaccine  
7vPCV |  |
| 12 months    | Hepatitis B (if not given at 6mths)  
Measles, Mumps & Rubella  
Haemophilus Influenza Type B  
Meningococcal C  
Pneumococcal conjugate (this dose only for medical at risk children) | Hep B  
MMR Vaccine  
Hib Vaccine  
Men CCV  
7vPCV |  |
| 18 months    | Chickenpox (varicella) | VZV |  |
| 4 Years      | Diphtheria, Tetanus & Pertussis  
Poliomyelitis  
Measles, Mumps & Rubella  
Pneumococcal conjugate (this dose booster for medical at risk children only) | DTPa – Triple Antigen  
IPV – Sabin Vaccine  
MMR Vaccine  
7vPCV |  |
| 10-13 years  | Hepatitis B  
Chickenpox (varicella) | Hep B  
VZV |  |
| 15 – 17 years | Diphtheria, Tetanus & whooping cough | dTPa |  |
| Other Immunisations Received | Influenza  
Hepatitis A | Influenza Vaccine  
HAV Vaccine |  |

Updated 25th July, 2007 as per National Immunisation Guidelines