



**NORTHAM**  
**PRIMARY SCHOOL**  

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**WE STRIVE FOR EXCELLENCE**

# **PARENT INFORMATION BOOKLET**

‘We provide a high quality education that fosters a love of learning and empowers children to succeed.’



## **WELCOME**

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**Principal**  
**Associate Principal**

Mr Alby Huts  
Miss Morgan Shaw  
Mrs Megan Irving

**Administration Office Staff**  
Manager Corporate Services  
School Officer

Mrs Julie Purslowe  
Mrs Chris Edmonds

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## **ABORIGINAL EDUCATION**

Aboriginal students are supported through the school's AIEO (Aboriginal Islander Education Officer) Miss Lizzie Stack.

The Aboriginal Cultural Standards Framework was a part of the Department's Focus 2019 document and will continue as a focus into 2020.

## **ABSENCES**

Under the Education Regulations the only acceptable reasons for absences from school are illness and medical or dental appointments which cannot be arranged outside school hours.

The Attendance Records kept by the teachers are legal documents, and may be called upon by a Magistrate as Court evidence.

**An explanation is therefore required for all absences. The explanation must give the reason for the absence and may be delivered verbally or in writing. If not provided, the school will send out a letter requesting an explanation. When students from Year K – 6 are absent, an SMS is sent to a parent requesting a reason for the absence.**

## **ACCIDENTS AND/OR ILLNESSES**

If a student is injured or falls ill at school an immediate assessment is made. Very minor injuries will be treated with a band aid or icepack, anything that is deemed more serious, parent/carers will be called.

Parent/carers are always immediately called for any head injuries and students receive a sticker to alert all staff members that the student needed to be observed.

Ambulances will be called for any incident that requires. This is at parent/carers cost.

## **ALLERGIES/ANAPHYLAXIS**

Northam Primary School has implemented 'Allergy Aware Guidelines' to ensure that students, staff and parents are familiar with some common serious allergies and how to manage an allergic reaction. While these guidelines indicate that every effort will be made to reduce the risks associated with allergies, it cannot be guaranteed that a school is 'free' of any particular product.

### **Parent Responsibilities**

Parents/guardians of a child at risk of anaphylaxis shall:

- Inform staff, either on enrolment or on diagnosis, of their child's allergies.
- Provide staff with the ASCIA Action Plan and written consent to use the EpiPen in line with this plan.
- Provide office staff with an EpiPen for their child and replace when expired.
- Assist staff by offering information and answering any questions regarding their child's allergies.
- Notify the staff of any changes to their child's allergy status and provide a new ASCIA Action Plan in accordance with these changes.
- Communicate all relevant information and concerns to staff; for example, any matter relating to the health of their child.

Please see the front office should you require any clarification on the schools Allergy and Anaphylaxis Management Guidelines.

## **ASSEMBLIES**

Whole School Assemblies are held in the Undercover Area at 9.00am on selected Fridays. Each class will be responsible for conducting an assembly. The dates and classes responsible are published in the school newsletter.

## **ATTENDANCE**

Students are required by law to attend school.

Please be punctual to deliver and collect your child from school. It can be very disturbing for your child to be delivered or collected late. If you are unavoidably delayed at the end of a school day, please ring and let the school know so your child can be reassured.

Regular attendance is critical for students to achieve optimal learning at school. Missing school adds up:



1 or 2 days a week doesn't seem like much  
but...

If your child misses...	that equals...	or...	From Kindy to year 12 that adds up to...	Which is the equivalent of attending until:	Attendance rate
1 day per fortnight	20 days per year	1 month per year	nearly 1 ½ years	part-way through year 11	90%
1 day per week	40 days per year	2 months per year	over 2 ½ years	part-way through year 10	80%
2 days per week	80 days per year	4 months per year	over 5 years	the end of year 7	60%
3 days per week	120 days per year	6 months per year	nearly 8 years	the end of year 4	40%

## **ARRIVAL AT SCHOOL**

Students are required to go to their classrooms and sit on the benches outside their room once they enter the school premises from 8.30am. Students who do arrive earlier than 8.30am are required to sit at the tables at the Breakfast Café which operates every day from 8:15am.

## **BREAKFAST CAFÉ**

Breakfast café is located next to Room 3. Open every day from 8:15am to 8:35am. All students who arrive at school prior to 8:30am are encouraged to attend the café. This café is a great setting to encourage social interaction as well as providing breakfast, fruit and drink for all students. Parent help is required daily to run the café. If you are able to help on a regular basis, please contact the office.

## **BEHAVIOUR SUPPORT POLICY AND PROCEDURES**

Northam Primary School has a Behaviour Support Policy that incorporates WA Positive Behaviour Support, behaviour expectations, bullying and good standing. Please see the office should you wish to look at the comprehensive policy. See Classroom behaviour management 'traffic light system', Appendix 2.

## **BUSES**

There are several buses which bring children to and from Northam Primary School.

Parents requiring out of town bus transport for their children are required to complete an application form requesting transport online at [www.schoolbuses.wa.gov.au](http://www.schoolbuses.wa.gov.au).

Should you wish your child to be referred to the Avon Community Bus, please see the school office.

**Note: Bus children will be placed on the bus at the end of the day unless a written note or phone call is received from the parent.**

## **CANTEEN**

The P&C operates a canteen three days per week (Wed-Friday). Our canteen adheres to the Healthy Eating Guidelines as detailed by the Department of Education in 2007.

Lunches need to be ordered prior to the beginning of each school day at the canteen. Students are able to purchase a snack from the canteen at recess.

Parent help is required to run the canteen and keep costs down for our students. Please contact the canteen if you are able to assist.

## **CLASS COMMUNICATION**

Teachers send home class notes during the term, advising of any upcoming events, activities, incursions or excursions. Please read each note carefully and return required forms before the due date.

## **CHANGE OF DETAILS**

If there are any changes to the details that were given to the school on enrolment (e.g. court orders, change of address, phone number, contact people, update of immunisation), please let us know immediately so that we can amend our records. This is very important should we need to contact you.

## **COMMUNICATING WITH THE SCHOOL**

Parents are encouraged to communicate all queries firstly through the classroom teacher. Appointments with teachers may be made through the school office. Coordinating a suitable meeting time is encouraged as classrooms can be busy places at the beginning and end of a school day and we wish to ensure sufficient time is given to your concern. If you do not find your query has been suitably answered, please do not hesitate to make an appointment through the school office to see one of the Admin team.

## **COMMUNICATION SYSTEM**

Northam Primary School uses a text messaging facility to communicate with parents for notifications such as attendance and reminders. The use of this messaging facility will be extended to the Newsletter, important notices, etc. Please download the school star app (contact the school office for more information) which will make it easier for you to receive these messages.

## **COMMUNITY NURSING SERVICES**

The School Nurse regularly visits our school.

Screening procedures cover a full health appraisal of children, either at Kindy or Pre-primary. Vision and hearing may be checked at any time if requested by concerned parents or teachers. Referrals are made through the Associate Principal.

Some time is spent assisting teachers in the classroom with courses concerned with Hygiene, Drug Awareness, Growing Up and Health Education.

## **COMMUNITY USE OF SCHOOL GROUNDS**

Sporting groups may use the school grounds for sports trainings. Coaches/managers must see Mrs Julie Purslowe, Manager Corporate Services, to complete the required forms. Toilets and playground equipment are not available for use during training sessions. Gates will be locked at 5pm so all teams must leave school grounds by 4:55pm. (see Fencing)

## **DRESS CODE**

All Kindy to Year 6 students are expected to meet dress requirements, unless an exemption has been granted. Parents and students are informed of the school's dress code at the time of enrolment. Any grounds for exemption must be raised with the Principal.

Uniform:

- School polo shirt
- Royal Blue skort/skirt/dress/shorts
- Royal Blue Track pants
- School jacket/jumper

Faction TShirt/Jumper for Faction Fridays

School hat (available for purchase from the school office)

Uniforms are available via **Cadds Fashion Surf and Sport**, 184 Fitzgerald St, Northam, 96222042 or some items are available at the Red Cross shop.

## **Hats**

Students are required to wear the school uniform bucket hat or other appropriate hat throughout the school year. Students are to remain under cover if they do not have a hat during play times. School uniform hats are available for sale at the school office. These hats are reversible with the child faction colour on the opposite side.

## **DENTAL CLINIC**

The school has a fully staffed dental clinic on site. All children receive regular dental screenings, and if approved by the parent, necessary treatment. You can contact the Dental Therapy Clinic on **0458 644 530**.

## **EMERGENCY PROCEDURES**

The school has developed an Emergency and Risk Management Plan which is reviewed in March each year. Within this plan is the Emergency Evacuation Procedures and the Protect in Place procedures. The school holds two emergency drills throughout the year, one in semester 1 and again in semester 2.

## **ENROLMENT**

When enrolling a child at the school, parents must complete an *Application for Enrolment*. Once this has been considered and accepted by the School Administration Team, an Enrolment Form can then be completed. To confirm enrolment, the school will need to sight the child's birth certificate. Please also provide your child's immunisation record (see Immunisation) upon enrolment.

## **FENCING**

The school is fenced for the safety of students, staff and property. On school days all gates, apart from the front gate, will be locked from 9:15am and entry to the school will be via the front office only. Gates will be un-locked from 2:50pm (2:15pm on Thursdays) and locked again at 5:00pm. There is no access to the school after hours or on non-school days. (see Community Use of School Grounds above)

## **HEADLICE**

Students should be kept at home until treated and all live lice are removed.

If head lice are seen on a student at school, the parent will be informed so that they are able to treat and a letter will be sent home with all students in the class.

## **HOMEWORK**

Our school community sees homework as a means of furthering home-school relationships and can assist in keeping parents informed about a student's learning and progress. Parents are informed by written communication of individual classroom homework structures. Please visit your class teacher for further clarification or assistance.

## **HOURS OF INSTRUCTION**

8.50am	Commencement of School Day
10.50am – 11.05am	Recess
11:05am	Commencement of mid sessions
1.05pm – 1:20pm	Students eat lunch with class teachers
1:20pm - 1.40pm	Lunch play time
1.40pm	Commencement of afternoon session
3.00pm	Dismissal

**EARLY CLOSE DAY – Thursdays – School concludes at 2.30pm.**



## **IMMUNISATION**

The Education and Health Departments require immunisation be complete for enrolment and that a photocopy of the **ACIR statement** be received by the school. ACIR statements can be obtained by phoning 1800 653 809.

Kindergarten students **may only be enrolled** if a ACIR statement is provided and it states that the immunisation status is 'up to date'.

Students in years PP to Year 6 should be fully immunised and the ACIR statement provided must state "up to date". If not fully immunised, parents must make an appointment to speak to the Principal regarding immunisation status.

## **INFORMATION SESSIONS**

We encourage parents to make every effort to attend the parent class meetings organised in the early weeks of **Term 1**. At these meetings teachers explain class procedures and expectations for homework, behaviour, student learning etc. Ongoing contact between parents and teachers is highly recommended.

## **INSTRUMENTAL MUSIC LESSONS**

Year 5 & 6 students are given the opportunity to take instrumental music lessons, in school time. Students are tested in Year 4 to assess their aptitude for music and certain instruments.

## **INTERVIEWS: PARENT/TEACHER**

Parent teacher interviews are encouraged and parents should feel free to contact the school to arrange an appointment at a time convenient to all parties.

## **LUNCH AND RECESS DELIVERIES**

Parents are requested to leave lunches at the front office. These will be delivered to the classes. Alternatively, parents will need to come to the front office and sign in before proceeding to classes.

## **LEAVING SCHOOL GROUNDS**

Education Regulations provide that no child shall leave the school grounds during school hours without a written request by the parent and then only with the permission of the Principal/Associate Principal. Requests for students to leave the school grounds will be forwarded to the school office, where a Leave Pass will be issued. Students must carry the Leave Pass with them whilst they are out of the school grounds.

Students will not be granted permission to go into town to purchase lunches or refreshments - the school canteen should be used for these purchases.

## **LIBRARY**

The school library resource centre is a very valuable and important part of our school. Parents are urged to ensure that any library books that are taken home are treated with respect and are returned on time. Parents may be asked to pay for valuable books that are damaged or lost.

## **LOST PROPERTY**

Each year we accumulate many items of unclaimed property. To prevent your child losing items it is important that all items and equipment be clearly and permanently labelled with your child's full name. Named items that are found will be returned to the owner.

We have a lost property box located at school and we encourage parents to initiate a search as soon as property goes missing. The school takes reasonable care, but cannot accept responsibility for the loss of unmarked items. Unclaimed clothing is given to a charitable organisation at the end of each term.

## **MEDICAL INFORMATION**

If a student has a medical need (e.g. allergies, anaphylaxis, asthma, diabetes) that requires care or could lead to an emergency, the parent/responsible person will need to organise to meet with the Associate Principal/Manager Corporate Services to complete an 'Action Plan', which describes the nature of the condition and the action to be taken. These action plans may also need to be 'signed off' by a medical practitioner.

It is the responsibility of the parent to keep their child's teacher and school administration informed of any changes to their child's condition including changes of medication and/or procedure so the student's action plan can be updated. Action Plans must be updated annually.

We don't have adequate facilities or enough staff members to care for sick children. Children who are unwell need to stay home to 'mend' and prevent infecting other children. If your child becomes sick during the day, you will be contacted and expected to arrange the collection of your child as soon as possible.  
(see Appendix 1 Infectious Diseases).

## **MEDICATION ADMINISTERING PROCEDURES**

Parents must complete the appropriate forms in order for medication to be administered. Medication needs to be provided in the originally labelled container (name of student, name of medication, dose to be taken). Minimal quantities only should be sent to school unless prior agreement is made with the school. School staff will only administer medication in accordance with instructions or the advice of a medical authority. Form 3 – Administration of Medication form is available at the front office.

## **MESSAGES**

Verbal messages should not be sent to school via children. Please communicate with the school via letter, email ([northamps@education.wa.edu.au](mailto:northamps@education.wa.edu.au)) or phone call (9621 5700). Messages will be passed onto your child's teacher as appropriate.

## **MOBILE PHONES**

Education Department Policy (Feb 2020) states that Principals must implement a ban on the use of mobile phones for all students from the time they arrive to the conclusion of the school day ("off and away all day"), including excursions and school camps, unless the student has been granted an exemption for the following uses of mobile phones:

- to monitor a health condition as part of a school approved documented health care plan
- for a particular educational purpose under the direct instruction of a teacher
- with permission of a teacher for a specified purpose

Students from Kindergarten to Year 6 are not permitted to have mobile phones in their possession during the school day. Mobile phones are to be handed in to the office at the commencement of the day and will not be returned until the end of the day. Any student found with a mobile phone in their possession during the school day, parents will be called to collect it immediately.

Students must put their smart watches in 'aeroplane mode' so phone calls and messages cannot be sent or received during the school day.

## **MONEY AND VALUABLES**

Children should not be allowed to bring money to school unless it is for a specific purpose, such as for canteen purchases.

Students should not bring personal items (toys, sports equipment) to school.

**No responsibility** can be accepted for money or valuables lost or stolen that are not in a teacher's direct care.

## **NEWSLETTERS**

Newsletters will be uploaded fortnightly to the Northam Primary P&C Facebook Page. In the near future the school will start sending the newsletter (and some other communications) via the School Star app (see Communication). Of course, the option to receive a printed copy will be available through the school office. Newsletters may also be emailed, please leave your email address with the office for this to occur. This is a major source of home/school communication. At the commencement of each term, a school term calendar will be included with the newsletter.

## **PARENT PARTICIPATION**

We look forward to parents becoming part of our school community by participating in activities. Some activities you may like to consider becoming involved in include:

- Assisting with sport, sporting carnivals and events.
- Assisting with excursions including year 6 camp
- Assisting in the classroom (please contact the class teacher to organise this).
- Attending P&C and other meetings.
- Putting your name down for canteen roster, breakfast café.
- Assisting with special projects (e.g. fundraising activities).
- Attending class meetings and information sessions.

## **P&C ASSOCIATION**

P&C meetings are held twice per term, in weeks 3 & 7. All parents, staff and community members are welcome to attend. At these meetings a variety of information is provided and discussed. The P&C is actively involved in the raising of funds for the purchase of resources to enhance teaching and learning programs and the school facilities. The school P&C has a Facebook page, search for Northam Primary School P&C and request to be added. Please note; only parents/carers will be added to the page.

## **PARKING FOR PARENTS**

Parent parking, near the school, is available in the following locations:

- Wellington Street.
- Prince Place (access across the school oval).
- Duke Street

Parents are requested **not to drive** onto the school site at any time.

Parking is prohibited in the Bus Bay on Duke Street between the hours of 7:30 – 9:30am and 2:30 to 3:30pm and also in the Staff Carpark.

## **PERSONAL ITEMS LISTS**

Personal Items lists are available from the school office. All items are to be purchased by parents prior to the commencement of the school year.

## **PHOTOGRAPHING STUDENTS AND THE USE OF THE PHOTOS**

The purpose of using images or work will be for activities such as promoting the school, school events and student achievements.

Your child's image and/or school work may be published for the above purposes in a range of formats such as hardcopy and digital, including audio and video file formats, and published to a range of media including but not limited to school newsletters, email, school and Department of Education intranet and internet sites including social media websites (e.g. Facebook, YouTube etc.), any third party applications and local newspapers in hardcopy and digital formats, which may enable viewers/readers to identify your child.

The school will endeavour to limit identifying information that accompanies images of your child or child's work; however, there will be occasions when your child's name, class and school may be published along with images.

If you agree to this use of your child's image and school work please complete the consent form provided. Once signed, the consent will remain effective until such time as you advise the school otherwise.

## **REPORTING TO PARENTS**

Formal reports are issued in the last weeks of Terms 2 and 4. There will be opportunities throughout the year for students to showcase different aspects of their work. During Term 3 the school hosts an 'Open Classroom' evening. Teachers are also available for interviews to discuss your child's progress. Appointments can be made by phoning the school office. Years 3 and 5 participate in NAPLAN testing in May. Pre-primary, Year 1 and 2 will complete On Entry testing in March.

## **SCHOOL COUNCIL**

Our School Council meets regularly to discuss progress and provide strategic direction for the school. The Council is a representative group of school administration, staff, parents and community.

## **SCHOOL COSTS**

The total amount of **contributions** parents and carers are being asked to pay has been contained within the \$60.00 maximum set in the School Education Regulations 2000.

While **Contributions** are voluntary, the quality of our teaching and learning program will be maximised when each family makes its contribution to the cost. These contributions supplement funding gained from other sources, including the State and Commonwealth governments and make up a large percentage of the School's income.

All payments for contributions are normally paid at the beginning of the school year. A number of payment options are offered, including cheque, cash, EFTPOS or internet banking (BSB: 306-028 – Account No: 417968-5. Please use your child/ren surname as reference)

A schedule of instalments will be gladly accepted at the school office.

Charges for excursions, incursions (e.g. visiting performers) and/or sporting clinics will be charged when your child attends the activity.

You will have received Contributions and Charges booklet from the school with regards to the breakdown of voluntary and estimated charges. Please ask at the front office if you require further clarification.

## **STUDENT LEADERSHIP GROUP**

A Student Leadership Group is elected each year and usually consists of 10 students from Year 6. School Captains, Library Captains, Technology Captains and four Faction Captains are elected from this group.

The Council holds regular meetings to offer suggestions, to present the students' views and to help out in the school where appropriate.

## **TALENTED AND GIFTED STUDENTS (TAGS)**

TAGS students are catered for on a day-to-day level in the classroom learning environment. Identified students are selected for the Primary Extension Academic Challenge (PEAC) program which operates throughout the Wheatbelt region bringing TAGS students together to promote higher order thinking and further enhance their areas of strength.

Specialised withdrawal groups may be formed within our school environment for students with talents in Art, Choir, Instrumental Music, Mathematics, Technology and Enterprise and Science. Students are also encouraged to participate in local and state competitions and academic testing.

## **TERM DATES 2020**

Term 1	Monday 3 <sup>rd</sup> February - Thursday 9 <sup>th</sup> April 2020
Term 2	Tuesday 28 <sup>th</sup> April – Friday 3 <sup>rd</sup> July 2020
Term 3	Monday 20 <sup>th</sup> July – Friday 25 <sup>th</sup> September 2020
Term 4	Monday 12 <sup>th</sup> October – Thursday 17 <sup>th</sup> December 2020

There are six school development days where students do not attend:

School Development Dates 2020:

Term 1	Tuesday 3 <sup>rd</sup> March 2020
Term 2	Friday 29 <sup>th</sup> May 2020
Term 3	TBA
Term 4	Friday 18 <sup>th</sup> December 2020

## **VISITORS TO THE SCHOOL**

Please always sign in at the front office when visiting the school. This is required as a Duty of Care towards our students.

## **WHOLE SCHOOL PROGRAMS**

Northam Primary runs whole school programs in both numeracy and literacy for years K – 6. Students are 'streamed' into phase groups for spelling from years 1 – 6.

Whole school programs are introduced after much investigation and analysis by staff to ascertain which program would be best suited for the learning needs of our students.

The following diseases are infectious and require treatment prior to re-entry into school. Please contact the school if your child has been diagnosed with any of the following conditions.

**Communicable disease guidelines 2017 Edition**

**Appendix 4**

**Exclusion from School**

**Recommended minimum periods of exclusion from school, pre-school and child care centres for contacts of and cases with infectious diseases**

Condition	Exclusion	Exclusion of contacts
<b>Chickenpox</b>	Exclude until all vesicles have crusted, approximately 5 days	Refer any immunosuppressed children (e.g. leukaemia patients) to their doctor. Do not exclude other contacts
<b>Conjunctivitis</b>	Exclude until discharge from eyes has ceased	Do not exclude
<b>Diarrhoea</b>	Exclude until diarrhoea has ceased for 24 hours. For high risk groups (hew, food handler, child care staff) exclude for 48 hours after symptoms cease	Do not exclude
<b>Hand, Foot and Mouth disease</b>	Exclude until vesicles have crusted/dry	Do not exclude
<b>Hepatitis A</b>	Exclude until 14 days after onset of illness or 7 days after jaundice appears	Do not exclude. Contact management will be coordinated by public health unit staff
<b>Herpes simplex 'Cold Sores'</b>	Not excluded if the person can maintain hygiene practices to minimise the risk of transmission. If the person cannot comply with these practices (e.g. because they are too young), they should be <b>excluded until the sores are dry</b> . Sores should be covered with a dressing where possible.	Do not exclude
<b>Impetigo</b>	Exclude until after antibiotic treatment has commenced Lesions on exposed skin surfaces should be covered with a waterproof dressing. Young children unable to comply with good hygiene practice should be excluded until sores are dry	Exclude until 24 hours after completing treatment

## Communicable disease guidelines 2017 Edition

Condition	Exclusion	Exclusion of contacts
<b>Measles</b>	Exclude for 4 days after the onset of rash	Do not exclude vaccinated or previously infected contacts. All other contacts should be excluded until 14 days after the onset of the rash in the last case. If susceptible contacts are vaccinated within 72 hours of their first contact with the first case they may return to school following vaccination. Contact management will be coordinated by public health unit staff
<b>Meningococcal infection</b>	Exclude until after treatment completed	Do not exclude. Discuss with public health unit staff
<b>Molluscum contagiosum</b>	Do not exclude	Do not exclude
<b>Mumps</b>	2 days prior, to 5 days after parotitis (swollen salivary glands)	Do not exclude
<b>Parvovirus (B19 erythema infectiosum, fifth disease)</b>	Exclusion not necessary	Pregnant women who have been exposed to parvovirus B19 should consult their doctor
<b>Ringworm, scabies, pediculosis (lice), trachoma</b>	Exclude until person has received antifungal treatment for 24 hours. For head lice exclude until hair is treated, lice removed. For scabies, trachoma, exclude until person has received treatment	Do not exclude
<b>Rubella (german measles)</b>	Exclude for 4 days after onset of rash	Do not exclude. Refer pregnant contacts to their doctor. Discuss with public health unit staff
<b>Streptococcal infection (including scarlet fever)</b>	Exclude until person has received antibiotic for 24 hours	Do not exclude
<b>Whooping cough</b>	Exclude until 5 days after an appropriate antibiotic treatment or for 21 days from the onset of coughing	Contact management will be coordinated by public health unit staff
<b>Worms (intestinal)</b>	Exclude until diarrhoea has ceased	Do not exclude



## **Classroom Behaviour Management**

### **Northam PS Traffic Light System**

#### **SUPER STUDENT**

Super Student is when students have been exemplary in the classroom both with their behaviour and work. They will either be referred to the office to get a positive behaviour award or the teacher will give them Super Student certificate.

#### **EXCELLENT EFFORT**

Excellent Effort is when students have been great in the class with their behaviour or their work.

#### **READY TO LEARN**

*Every student starts the day here* and depending on their behaviour and work ethic, they will move up or down the traffic lights.

#### **WARNING**

This is a warning to inform students that they are not following the class and/or school rules. It is the first step for your child to 'take a breath' and reset themselves.

#### **TIME-OUT**

This is when students have continued to ignore the instructions of staff. They will need to sit in the designated time-out area in the classroom. This is for a pre-determined time, usually 5 minutes.

#### **TAP** (Temporary alternative placement).

This is where students have continued to disregard the instructions of staff members. They will go to another class for a specified time period. *When students return to the class, they will also return to the 'ready to learn' spot.*

#### **PLEASE NOTE:**

All students start at 'Ready to Learn' when attending specialist lessons.

*Parents/carers are encouraged to speak to teachers if unsure how the Traffic Light System works in the classes.*

#### **Northam PS Traffic Light System**

Super Student



Excellent Effort



Ready to Learn



Warning



Time Out



TAP



