



QUAIRADING DISTRICT HIGH SCHOOL

PARENT INFORMATION BOOKLET 2021



Quairading District High School
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Q Vision

At Quairading District High School, we strive to create a learning environment that supports all of our students to peruse knowledge, personal growth and lifelong learning.

Q Mission

Find the spark in every child.

Q Priority

Successful Students

Q Focus Areas

- Empowering excellence in teaching and learning
- Creating a supportive and engaging learning environment
- Achieving a connected school community

Quality

At our school we provide opportunities through high quality teaching and learning to encourage everyone to achieve their personal best. We develop the whole child to become a successful, lifelong learner.

Pride

Our school community prides itself on the highest standards of learning, sportsmanship, behaviour, relationships, and attendance We are all proud to belong to Quairading District High School

Respect

We are an inclusive school and treat ourselves and our environment with dignity and mutual consideration. By speaking and acting with courtesy we develop positive and respectful relationships with peers, staff and community.

Grace

Our school helps create well developed, well balanced individuals who are appreciative, well-mannered and show kindness to others. Together we work towards fostering resilience and humility.

TELEPHONE NUMBERS AND WEBSITES

Principal: Mrs Pauline Wray

Quairading District High School
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It is recommended that parents keep this booklet as a reference to the school. Your suggestions on any matters are always welcome, whether directly to the Principal or through the School Council.

TERM DATES 2021

Term 1:	Monday 1st February	-	Friday 9 th April
Term 2:	Monday 26 th April	-	Friday 2nd July
Term 3:	Monday 19 th July	-	Friday 24 th September
Term 4:	Monday 11 th October	-	Friday 17 th December

Welcome to Quairading District High School

Quairading DHS and the Quairading district as a whole is proud of its welcoming and supportive Q spirit. Based on the values of pride, quality, grace and respect, students, staff, parents and community members alike, interact and work with each other to ensure the prosperity and success of Quairading. Our students are an integral part of the local community.

We thank you for entrusting your child to our care and for giving us the privilege of sharing with you the responsibility of furthering his/her education. We view education as a cooperative venture in which parents, as well as the school, play a significant role. We trust that by working together we may cater for the individual needs of each child, allowing him/her to develop physically, socially, emotionally and intellectually in a happy atmosphere of co-operation between parents, teachers and children.

We set high expectations for all students in our school and encourage them to be motivated to achieve their full potential. Our students are inspired to become life-long learners, contributing to their individual, local and global community.

Our school employs a mix of graduate and experienced staff and specialises in teaching approximately 110 students from K to 10. Our school is a little bit like a village, our students and staff enjoy being part of a community. Everybody knows your name, every person is valued and we all share a sense of belonging. Achievements are celebrated as a community and support and care is offered when needed.

Our school is surrounded by well cared for grounds and gardens. Our school has 10 classrooms, together with specialised rooms for IT, Science, Music, Manual Arts, Visual Arts, Home Economics and a well-resourced Library. We have a purpose-built, wonderfully equipped on-site Kindergarten and Pre-Primary Centre. We also have a covered assembly area, basketball and tennis courts, play equipment areas, walk-through native garden and large grassed oval.

We welcome your child and look forward to a happy association with you in the coming years.

School Contributions:

The School Council has endorsed the following School Contributions Policy for our school. The Council is made up of parents and staff at our school. In discussing school contributions, the Council has endeavoured to take into consideration the level of contribution to provide necessary additional students/school resources, materials and activities that will enhance our educational programs without causing hardship to parents.

Kindergarten:	\$ 50
Primary:	\$ 50
Secondary:	\$235

GENERAL INFORMATION

School Times:

Classes commence at 8.45am and finish at 3.00pm, except for Tuesday, when school closes at 2.30pm. This is to enable all staff to have a collaborative meeting time.

Morning recess is 10.45am to 11.05am.

Lunch is between 1.15pm and 1.45pm Monday – Friday.

Children are not to be on school grounds **before 8.30am**.

Children should not be on the school grounds after 3.15pm except by special arrangement. e.g. music lessons, etc.

Kindergarten:

Classes for Kindergarten children, who turn four before June 30th 2021, are held at the Early Childhood Centre at the main school site. Kindergarten is all day Tuesday and Thursday through Semester One. In Semester Two, Kindergarten is Monday, Tuesday and Thursday. Although enrolment in Kindergarten is not compulsory, once a child is enrolled attendance is recorded. A separate handbook covering matters of concern to parents of Kindergarten/Pre-Primary students is available at the front office of the school.

Pre-Primary:

Full time schooling is provided for Pre-primary students and is compulsory.

Students Requirements/Personal Items List:

Details are provided on a separate sheet. These items may be purchased from any supplier, however, for your convenience they will be available for order through the Quairading Book Post. Please endeavour to have all items marked with the student's name.

Uniform:

All students are expected to wear school uniform at all times. The uniform consists of red school shirt / jumper and black shorts/pants and dresses. Broad brimmed hats are to be worn during all outdoor activities all year. The P&C operates a Uniform Exchange at the school. This facility is open at the end of each school year, during the start of each new year and before each School Assembly. The exchange can supply new and second-hand uniforms. Please ensure all clothes are marked clearly with your child's name.

School Council endorses the wearing of ear sleepers or studs. For safety purposes, all other piercings are to be removed or covered. Make-up and tattoos are not to be worn or displayed. Long hair must be tied back.

Canteen / Lunches:

Bec Halbert operates Recess & Lunch orders. The days available will be advised at the beginning of the school year. Students' orders are to be made through the Qkr app by 7:30am the day of ordering. If you require assistance with the App, please see the School Office.

KK – Year 2 Pick Up: Please notify the Classroom teacher or Front Office if your child will be picked up from school by someone other than a Parent or Guardian. If it is a sibling or student, **they must be in High School**.

Parents and Visitors arriving and leaving school:

All Parents & visitors should go directly to sign in and out at the front office when arriving and leaving. Please inform the class teacher that you have signed your child out before leaving.

The Safety of Lunchtime Pickups:

Parents, Staff and Students safety in the car park is a genuine concern. Parents are asked to park by the white line at the entry gate, to drop off or pick up students. Everyone is asked to move in and out with extreme caution. Students are asked to wait by the large Morton Bay Fig Tree on the lawn. When parents arrive, students are to collect the lunches and walk directly to the undercover area. There should be **no movement of students in the car park.**

School Buses:

The School Bus Services branch of the Public Transport Authority is responsible for the delivery of transport assistance to eligible students and their parents/caregivers, and for the operational management of the contracted school bus services which form a significant part of this assistance.

It is the responsibility of parents to ensure that their children are at the bus stop on time, that they are met off the bus after school on time and that their behavior meets the standards required of the School Bus Services.

From time to time students wish to catch a bus that they don't normally catch. It could be to visit a friend's house for a sleepover, a birthday party or some other reason. On most occasions this is acceptable practice providing that the following simple procedures are followed.

- Establish which bus service is required and when.
- **The parent is to contact the relevant bus driver/ contractor to gain approval and out of courtesy.**
- **The parent obtains and completes a Bus Access Request Form which can be obtained from the school office.**

By following this simple procedure, the school knows exactly who is on what bus. Also, the driver is not caught "unaware" and has an opportunity to make any necessary seating arrangements before students get on the bus.

Bus Contractors

All QDHS buses are under the contract of Colin & Donna Hayes, 9645 1078

Assemblies:

A school assembly for all students is held approximately 3 times each term commencing at 2pm on a Friday, unless otherwise specified through the newsletter. The assemblies are held in the Undercover Area. Assemblies are a positive, celebratory event and children love to have their families present. There is often an entertaining item, and certificates and awards are presented.

Lost Property:

Items found are stored at the Front Office in the sick bay area and may be viewed there. Unclaimed items are given back to the Uniform Exchange and may be disposed of. To avoid loss of property all items of clothing should be clearly named.

Mobile Phones/Valuables:

Students are not to bring valuables to school as these can easily be lost, damaged or stolen. Primary students are not permitted to bring mobile phones or electronic equipment to school. Secondary students are encouraged to hand their mobile devices to the front office prior to the first bell for the day. Alternatively, secondary students may store their phone in their locker or bag for the complete duration of the day. If a student is found with their mobile on them during school hours, their mobile will be placed at the front office for collection at the end of the day. A student who continues to bring a mobile phone to school will require a parent or guardian to collect their phone from the Office. Please endeavour to have all items marked with the student's name.

Student Council:

The Student Council is an opportunity for a select group of students to represent the student body on issues that affect their school experiences. In term four of the previous year students nominate for Student Council. Students then present their speech to the student and staff body of the school. Nominees for School Captain must then be presented to School Council. School Council endorse the election of the School Captain.

Homework:

Homework can support higher levels of student achievement by extending the time available for students to consolidate skills and concepts learned at school. Parents are expected to support children to establish homework routines. Each individual teacher will indicate homework expectations at the start of each term.

COMMUNICATION

We are committed to achieving a connected community to assist us in the pursuit of developing successful students, and for the benefit of all school community members. Please feel welcome to contact us at any time and find enclosed the Department of Education's Communication Protocols and our communication policy.

SMS:

The school uses a short message service (SMS). Short notices and attendance information will be sent to you via SMS using the mobile phone contact number in your child's student records.

Newsletter:

A newsletter is sent home on Tuesday's fortnightly. The deadline for items for the newsletter is 12 noon the day before. The newsletter is then issued via email or upon request a hard copy sent home with the eldest student in the family. It is also available on our website.

Term Planner:

A term planner is included with the newsletter.

Seesaw:

A mobile school app for instant alerts, news, notes, reminders, newsletters and more. Is used by teachers, parents and students.

School Stream

A mobile school app for instant alerts, news, notes, reminders, newsletters and more.

<https://www.schoolstream.com.au/>

Website:

The school has its own website which can be found at www.quairadingdhs.wa.edu.au. Schools newsletters and other forms are available on the web site and other information is updated regularly.

Social Media: We would like to remind parents that photos taken of children, other than your own, whilst involved with school activities are not to be posted on social media sites (e.g. Facebook). The school may use student photos on the school website and other social media platforms to showcase work undertaken in the classroom. **Parents are asked to sign a permission slip at the start of the year.**

Interviews:

All teachers are prepared to discuss, with parents, any child's progress. We do ask that an appointment is made at a time suitable for parents and teachers through the front office of the school. Classroom door interviews are discouraged.

Parents are always welcome at the school whether through involvement in activities within the classroom or when wishing to find out about their child's progress. Formal interviews are held at the end of Term 1 and 3.

Issues and Concerns:

If you have any issues or concerns relating to your child or the school, please advise the Principal. We are committed to providing the highest possible standard of education and care for all of our students. Please feel welcome to contact us at any time and find enclosed 'Talking with my School', a document for parents produced by the Department of Education.

Attendance:

Education and/or training is compulsory for students until the end of the year in which they turn 17. Under legislation it is the duty of the parent/carer to ensure that a student of compulsory school age is enrolled and attends school or a registered education/training institution. Regular attendance is essential to assist students to maximise their learning potential. The probability of success in learning is strongly linked to regular attendance (equal or greater than 90%). Students who maintain regular attendance at QDHS will be recognised and rewarded each term in order to actively promote and value regular attendance, and improve overall student attendance at school.

Department of Education regulations require an explanation for all absences from school. Please forward a note to the class teacher when your child returns to school following an absence. Persistent absence or lateness without reasonable cause are indicators that place your child at educational risk and as such, parents/carers will be contacted by school staff to plan ways to achieve improved attendance at school.

Children arriving at school after the school siren are required to go directly to the front office to register their attendance. Parents of all children will receive an SMS regarding unexplained absences. When you receive an SMS regarding an absent child please reply by SMS with details as requested. To ensure that we are sending messages to the correct mobile phone number, we require you to advise the school office if your contact details change.

For more information regarding attendance, our revised **Attendance Policy** will be available for your information on our school website in 2021.

Parent Help:

Teachers have found that the children and parents derive great pleasure and benefit from this program. Parents are able to assist by hearing children read, making charts and other aids, helping children who need practice in a particular area, helping in the library, assisting with art/craft work etc. If you are able to assist in any way, please contact the school, or the teacher of your child. Please note all volunteers working with children other than their own will need to carry a Working with Children Card or sign a Confidential Declaration.

Aboriginal Participation:

In order to support the learning of all students at Quairading District High School, we build collaborative relationships between our staff, our aboriginal students, their parents, families and our community. We create positive communication, participation and interaction in a welcoming, encouraging and supportive environment that includes local Aboriginal people and respects Aboriginal cultures, languages and experiences. Local Aboriginal family members are encouraged to nominate for School Council, and to join P&C to support Aboriginal students in the school. The Aboriginal and Islander Education Officer (AIEO) performs an important liaison role to ensure that all activities are culturally appropriate. They are a staff member through whom the students may raise any issues if required. The organisation and running of the NAIDOC week activities encourages many parents to become involved in the school. Parents are welcome to become parent helpers. We support Aboriginal culture in the classroom and welcome input from our indigenous families.

Parents and Citizen Association:

The P&C plays a major role in the school, supporting or coordinating Canteen, Fundraising; School Uniform, School Buses, Grounds and some sport matters. All parents are encouraged to join the P&C and to attend the busy bees and fundraising activities throughout the year.

School Council:

The School Council consists of parent, staff and community members. The Council meets approximately six times a year to discuss pertinent issues relating to Department of Education directives, finances and whole school decision-making.

SCHOOL POLICIES

Behaviour:

Our core business is achieving excellence in teaching and learning. Establishing and maintaining a learning environment that is safe, supportive, inclusive and orderly is essential in supporting staff and students to be successful in achieving positive academic and non-academic outcomes. We have high standards and expectations of behaviour for all of our school-community members. Everyone has the right to;

- Feel safe and welcome at school
- Work and learn in a high quality, supportive and engaging learning environment
- Be treated with respect and courtesy
- Be supported to achieve success
- Be proud of our school

At QDHS we have adopted a Positive Behaviour model so that our students are explicitly taught and regularly reminded of school rules and agreed upon expected behaviours. Students who maintain positive behaviour and attendance will be recognised and rewarded each term in order to actively promote and value maintaining a positive learning environment.

Where disruptive, negative or anti-social behaviours are displayed by students, staff will follow our school-wide behaviour management procedures. This may involve the student being referred to the Deputy Principal. Acts of physical aggression, abuse, bullying & harassment, inappropriate use of ICT, vandalism and intoxication are all considered serious breaches of school discipline and will result in serious sanctions being applied (which may include suspension).

Parents/carers may be informed of minor behaviour issues occurring in class (at the discretion of the classroom teacher). Parents/carers will **always** be informed of any serious behaviour incident involving their child.

For more information regarding our procedures for managing student behaviour, our revised **Positive Behaviour Policy** will be available for your information on our school website in 2021.

Good Standing Policy

Students are required to maintain Good Standing in order to attend any non-curriculum activity such as camps, reward activities/excursions, social events, interschool carnivals and so on.

All students commence the school year with Good Standing. To maintain Good Standing, they must maintain regular attendance and positive/pro-social behaviours. Students will lose Good Standing for;

- Any serious breach of school discipline resulting in suspension
- Ongoing disruptive, negative or anti-social behaviour following consultative processes between the school and the parent/carer
- Failure to maintain (or restore) regular attendance following consultative processes between the school and parents/careers

Students who lose Good Standing will engage in formal attendance and/or behaviour monitoring processes for a period of time determined by the Deputy Principal. If positive attendance and/or behaviour is restored, the student will regain their Good Standing.

For more information regarding Good Standing, our **Good Standing Policy** will be available for your information on our school website in 2021.

Violence in Schools:

Quairading District High School is committed to providing a safe work and learning environment. Violence in schools is of particular pertinence here and in every Education Department school. Violence is not acceptable.

Our school staff work with the community to foster and maintain a culture of positive behaviour, respect and unity, and address any incidents of violence. Our school is a safe, nurturing environment where children can learn and grow. Together, school staff, students and families can teach our children and young people about appropriate behaviour and provide a learning environment that promotes positive and respectful relationships.

The following measures are in place to assist staff to respond to situations where students are intentionally violent:

- automatic suspension of students who intentionally attack or instigate a fight with another student or film a fight between students;
- automatic move to exclude students who intentionally harm school staff;
- alternative learning settings for identified excluded students and/or the most violent students where they will be provided with an intensive, individualised program of support to effect positive and lasting change in their behaviour;
- advice, training and support for school staff in relation to responding to aggressive behaviour and identifying what actions are appropriate and reasonable;

Suspension:

The Department of Education Western Australia accepts the use of student suspension and student exclusion procedures by schools as end of line behaviour management strategies for students in serious or persistent breach of the discipline code of their school. The school has specific procedures in place to ensure that suspension and exclusion are only used as a final action and will endeavour to solve a situation with lesser measures.

Excursion Policy:

During the year, teachers may plan excursions to contribute to the understandings, skills and attitudes developed by students. Information and consent forms will be sent home with each student or posted online and needs to be returned as soon as possible.

SUPPORT SERVICES

Chaplaincy Program:

The School Chaplain attends 2 days a week. Their work is non-denominational and largely pastoral care and they will be available to assist children, parents and staff with problems they may encounter or issues of concern. They will be assisting in the classroom and will be available to speak individually with children or parents.

School of Special Education needs: Disability

The School of Special Educational Needs: Disability provides:

- statewide support to schools to support students with disabilities and learning disabilities
- contextualised and evidence based professional learning courses and seminars to support schools and
- online research, information and resources

Dental Van:

The school is visited most years by a mobile dental therapy unit. This is a free general and preventative dental care for all enrolled students up to Year 12.

School Psychologist, Speech Therapist and Occupational Therapist:

The school has access, through the Wheatbelt Regional Office and Avon Central Primary Health Service in Northam, to a School Psychologist, Speech Therapist and Occupational Therapist, who can assist parents and teachers in the learning and behavioural problems in students. Contact class teachers or the Deputy to arrange a referral and appointment.

Western Australian Institute of Deaf Education:

As required a member from the West Australian Institute of Deaf Education may visit the school to assist in program development and curriculum delivery for hearing impaired students. Please see the Deputy for further information.

HEALTH

Medication:

Students requiring daily medication will be catered for at the school. Consent forms authorising school administration staff to administer medication must be completed at the front office. All medicines are to be left at the front office.

School/Community Nurse:

A Community Nurse visits the School regularly. In 2021 this service includes health appraisals of students in Kindergarten and/or Pre-Primary, vision and hearing assessments of individuals on referral, individual counselling on request, health education in the classroom, co-ordination of school based immunisation program(s) and liaison with parents and teaching staff regarding any matters pertaining to health.

Parents are required to provide a copy of their child's immunisation record at enrolment. Children are recommended booster immunisations at four years of age. If your child has not been immunised against Measles, in the event of a case at school, your child will be excluded.

Sun Protection:

Our Sunsmart policy has been adopted to ensure that all staff and students attending Quairading DHS are protected from skin damage caused by harmful UV rays of the sun. All students and staff must wear a **broad brimmed** hat outside (at all times during the year). Sunscreen should be applied prior to going outside and is available in each classroom.

Accident and Illness:

If students are injured or fall ill during the day, the Administration staff will assess the seriousness of the situation and either have the child rest in their classroom, or the sick bay (near the main office) or will notify parents and/or seek medical advice. In the case of an emergency situation students will be taken directly to the hospital and front office staff will notify parents.

Please ensure the school has all your current contact details and advise the office of any changes.

At the beginning of each year a list of all students with serious or ongoing health concerns will be compiled to ensure appropriate management.

Please contact the school office for information regarding the school asthma policy.

Infectious Diseases:

Parents are asked not to send sick children to school. We do not have the facilities to cater for such children and parents will be contacted and asked to make other arrangements for their children if this happens.

Certain contagious illnesses and infestations require children to be excluded from school until all signs are gone. This applies particularly to Pediculosis (Head Lice) and Impetigo (School Sores). It is the responsibility of parents to treat these conditions.

Some common diseases are:

Chicken Pox

Incubation period: 13 to 17 days

Symptoms: Fever, fatigue and a generalised rash characterized by small vesicles (blisters) that rupture to form crusts

Exclusion period: Exclude until well and for at least 5 days after the rash appears and until vesicles have formed crusts. Note that crusts alone do not warrant exclusion

Contacts: Do not exclude

Conjunctivitis

Incubation period: 1 to 3 days

Symptoms: Sore, itchy eyes, discharge

Exclusion period: Until discharge from eyes has ceased or until 3 days after beginning antibiotic treatment

Contacts: Do not exclude

Diarrhoea

Incubation period: Hours to days

Exclusion: Exclude until well and diarrhoea has ceased

Contacts: Do not exclude

Hand Foot and Mouth Disease

Incubation period: 3 to 7 days

Symptoms: Fever, vesicles (blisters) in the mouth and on hands and feet

Exclusion period: Exclude until vesicles have formed crusts

Contacts: Do not exclude

Head Lice

Incubation period: 7 to 10 days

Symptoms: Scratching and the presence of "nits" (eggs) and lice in the scalp hair

Exclusion period: Exclude until the day after treatment has commenced

Contacts: Do not exclude

Impetigo (School Sores)

Incubation period: Usually 4 to 10 days

Symptoms: Itchy pustules and scabs

Exclusion period: Exclude until day after antibiotic treatment has commenced. Lesions on exposed skin surfaces should be covered with a waterproof dressing

Contacts: Do not exclude

Influenza (flu)

Incubation period: Usually 1 to 3 days
Symptoms: Fever, malaise, headache, muscle pain, sore throat, cough
Exclusion period: Do not exclude
Contacts: Do not exclude

Measles

Incubation period: 8 to 14 days (usually 10 days)
Symptoms: Lethargy, malaise, cough, sore and swollen eyes and nasal passages, fever, rash
Exclusion period: Exclude until well and for at least 4 days after the onset of the rash
Contacts: 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 Department of Health staff

Mumps

Incubation period: About 12 to 25 days (usually 16 to 18 days)
Symptoms: Painful, swollen salivary glands, fever, headache, painful testicles or ovaries
Exclusion period: Exclude until well and for at least 9 days after onset of symptoms
Contacts: Do not exclude

Pertussis

Incubation period: About 7 to 10 days
Exclusion: Exclude for 21 days from the onset of cough or for 5 days after starting antibiotic treatment.
Contacts: Contact management will be coordinated by Department of Health staff

Ringworm

Incubation Period: Varies with the site of infection
Exclusion period: Exclude until 24 hours after treatment has commenced.
Contacts: Do not exclude

Rubella (German Measles)

Incubation period: 14 to 21 days. Usually 17 days
Symptoms: Fever, sore eyes, swollen glands (especially behind the ears), generalised rash
Exclusion period: Exclude until at least 4 days after onset of rash
Contacts: Do not exclude. Refer pregnant contacts to their doctor

Scabies

Incubation period: 2 to 6 weeks before onset of itching if not previously infested. People who have been previously infested may develop an itch 1 to 4 days after re-exposure
Symptoms: Intense itching between the fingers or on the wrists, elbows, armpits, buttocks
Exclusion Period: Exclude until the day after treatment has commenced.
Contacts: Do not exclude. Family contacts should be treated.

Communicable Diseases:

From time to time students contract illnesses that fall into the category of 'Notifiable' to the WA Department of Health. These illnesses can be viral or bacterial and short term such as Chicken Pox or they can be diseases which the child may carry with them for life, such as Hepatitis B & C. If you are aware that your child is infected with a notifiable disease and you believe that it could affect their health or the health of other students or staff, could you please advise their teacher and/or the school office to ensure that illness or injury to your child is managed and treated appropriately. Please be assured that **any information** provided will be treated with the **strictest confidence**.

**Your child's stay at
Quairading District High School will be a
happy and rewarding experience.**