

# Pinewood Primary School



## Information Book 2022



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## **Pinewood Primary School- ‘a place to grow’**

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On behalf of the students, staff and School Council, I would like to extend a warm welcome to all children and parents who are beginning an association with Pinewood Primary School. I am honoured to be this wonderful school’s Principal and cherish the opportunity to assist in the development of our most precious resource – our children.

At Pinewood Primary School we are extremely proud of our reputation for providing a comprehensive and engaging curriculum in a supportive environment, where children are respected and valued. Students are encouraged to be active and responsible in their own learning in a broad range of experiences. We nurture and educate each individual whilst instilling in children a lifelong love of learning.

The social and emotional wellbeing of our students is of vital importance and our programs are planned with this in mind. We work to develop confident and resilient children who are prepared to push themselves to achieve the best of their ability and to try something new.

Pinewood Primary School’s strong academic focus is further supported by a multitude of extra-curricular programs such as Physical Education, Visual Arts, English as an Additional Language (EAL), Music, STEM, Language (French) and Robotics.

It is our aim to help your child settle into our school community and build the skills, attitudes and values they will need to fully participate in the rich educational life of our school and become a successful 21<sup>st</sup> century learner.

We would like you to feel a part of our outstanding school and I look forward to meeting you personally.

**Karen Jenkin**  
**Principal**

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## SCHOOL PROFILE

### SCHOOL VISION

A school community which works together to provide an environment in which students are actively engaged in inspiring learning experiences

### MISSION

We are committed to fully developing the academic, social, physical and artistic potential of students, supporting them to be resilient and optimistic people who contribute to their local and global communities

### CORE VALUES

The following core values reflect the beliefs we hold about how children learn, how our school will operate, and how we relate to one another.

RESPECT	- <i>having regard for self, others and property</i>
SELF-CONFIDENCE	- <i>having faith and trust in yourself</i>
INTEGRITY	- <i>being honest and fair</i>
RESPONSIBILITY	- <i>being accountable for your actions and words</i>
OPTIMISM	- <i>being hopeful and believing that good will come of things</i>

*In our community these values are demonstrated when:*

- Students have the opportunity to learn in a positive, caring environment and are encouraged to become self-motivated, life-long learners.
- Teaching and learning programs support students to develop a range of skills and strategies that enable them to be critical and creative thinkers.
- Students are encouraged to work co-operatively and collaboratively with their peers and other members of the school community, and to be active and responsible citizens.
- Every child is encouraged to achieve appropriate mastery of Literacy and Numeracy skills.
- Everyone is encouraged to achieve their personal best and show a commitment to improvement in skills and knowledge.
- Students are expected to take responsibility for their learning and behaviour
- Students feel secure in accepting challenges.
- Diversity enriches our school and is valued and respected.
- Partnerships between students, staff, parents and the wider community are fostered.
- Successes and efforts are acknowledged and celebrated.

**TERM DATES FOR 2022****First Term**

**Grades 1-6:** Monday, 31<sup>st</sup> January – Friday, 8<sup>th</sup> April, 2022  
**Prep Grades:** Thursday, 3<sup>rd</sup> February – Friday, 8<sup>th</sup> April, 2022

**Second Term**

Tuesday, 26<sup>th</sup> April - Friday, 24<sup>th</sup> June, 2022

**Third Term**

Monday, 11<sup>th</sup> July - Friday, 16<sup>th</sup> September, 2022

**Fourth Term**

Monday, 3<sup>rd</sup> October – Tuesday, 20<sup>th</sup> December, 2022

**NOTE:** Curriculum Days for 2022 will be advised.  
*Children do not attend school on these days.*

**SCHOOL HOURS**

9.00am - 3.30pm

Prep students will not attend school on the following Wednesdays –  
2<sup>nd</sup>, 9<sup>th</sup>, 16<sup>th</sup> and 23<sup>rd</sup> February 2022.

Prep students will begin full time at school on the week beginning  
Monday, 1<sup>st</sup> March, 2022.

**SCHOOL BELL TIMES**

9.00am - School Starts

11.00am - 11.30am - Morning Recess

1.00pm – 1.10pm - Children eat lunch inside

1.10pm - 2.00pm - Play outside

3.30pm - Home Time

*(Dismissal time for last day of each term is 2.30pm)*

*(Parents will be informed if times differ.)*

***(Children are not permitted in the school buildings before 9.00am,  
unless inclement weather)***

***PLEASE NOTE: Children should not be in the grounds unsupervised  
before 8.45am or after 3.45pm.***

## **ABSENTEEISM & PUNCTUALITY**

- Parents should encourage their children to be punctual and attend school regularly. All children must arrive at school before 9.00am each morning and remain at school until dismissal time.
- Parents must bring their children to the office and sign their child in as late, before the child attends class.
- Parents are requested to contact the school before 9am if their child is to be absent from school. A note is required informing the school of the reason for a child's absence or it can be recorded by a parent/guardian on the Compass portal.

## **APPOINTMENTS WITH STAFF**

Staff members are always happy to speak with you about any matter concerning your child. However, due to commitments, it is not always possible to speak with you immediately. Please email or telephone the school so that an appointment can be made.

## **ART**

All children from Prep to Year 6 attend the Art room for lessons. Art smocks, provided by parents, should be worn to protect clothing.

## **CAMPS**

All children have the opportunity to go on school camp from Years 3 – 6.

The locality and camp programs are arranged by the class teachers and approved by School Council. Only camps approved by the Department of Education and Training are used.

## **CAMPS, SPORTS & EXCURSIONS FUND (C.S.E.F.)**

Families holding a valid means-tested concession card or temporary foster parents are eligible to apply for the CSEF. \$125 per year is paid for eligible primary school students. A special consideration eligibility category also exists. Payments are made directly to the school and sit in credit against the student.

## **COLLECTION OF CHILDREN DURING SCHOOL HOURS**

If for any reason you need to collect your child during the day, you must first report to the office. Children will be signed out by the administration staff before the parent can collect the child from the classroom. ***Parents are unable to collect another family's child during school hours unless written permission is received by administration staff at the office.***

## **COMPASS PORTAL**

The Compass Parent Portal allows parents access to their child's attendance and reports. Excursion information and payments can also be made through the portal. The news feed will keep parents up to date on what is happening at the school. Letters are issued to the parents of new students with details about how to log on. A temporary password is also generated. The program will ask you to change this before you can proceed.

## **CONTACT WITH CHILDREN DURING SCHOOL HOURS**

If your child forgets his/her lunch, homework etc., it may be left at the office. If parents attend the school between the hours of 9am and 3.15pm they are required to report to the office and sign in.

## **ENGLISH AS AN ADDITIONAL LANGUAGE (EAL)**

Students learning English as an Additional Language (EAL) are a significant group in Victorian government schools and represent 13 per cent of all students.

Newly arrived EAL learners are able to access an intensive full-time program at Blackburn English Language School or targeted support to help them in the initial stages of learning English. Parents can contact Mrs Mel Pryce for further information.

## HEALTH

It is important to inform your child's teacher of any physical or emotional problems which your child may have.

Please provide your child with a clean handkerchief or tissues for school every day.

Children need adequate rest to be able to perform satisfactorily at school.

In the first year your child may have many illnesses. A sick child should be kept at home. Infections spread rapidly and we do not have the facilities, or the staff, to care for sick children.

Any medications your child is taking should be given to the office. A form must be filled out giving permission to staff to administer the medication. All medication should be clearly labelled with your child's name and the dosage to be given. Self-monitoring asthmatics are allowed to keep their medication with them.

## HEALTH CENTRE

A qualified registered nurse is in charge of the Health Centre and will attend to minor injuries. If the injury is more serious, the nurse or a staff member will telephone you. If you are unavailable, we will ring the contact you have given on the enrolment form. If a child attends the sick bay, the child is given a note informing parents of the reason and the treatment given. Policies for Anaphylaxis & Asthma Management Plans can be viewed on our website.

If a child receives a bump to head during school time, parents will be notified via a phone call.

**PLEASE ENSURE THAT ALL INFORMATION REGARDING YOUR CHILD IS KEPT CURRENT.**

***Please see pages 15-16 for information regarding exclusion from school when your child is sick.***

## HOMEWORK GUIDE

YEAR LEVEL	TIME (4 sessions per week)	ACTIVITIES may include:
Prep	10-15 minutes	<ul style="list-style-type: none"> <li>• Reading/sharing take-home books.</li> <li>• Parents reading to children.</li> <li>• Learning Wizard words.</li> <li>• Activities involving – cooking, shopping, family games or construction.</li> <li>• Show and Tell activities.</li> </ul>
1 & 2	15-20 minutes	<ul style="list-style-type: none"> <li>• Reading; 10 mins (sharing readers and library books).</li> <li>• Collecting and presenting items or information for unit topics.</li> <li>• Simple projects, English/Maths activities, cooking, shopping, family games or construction.</li> </ul>
3 & 4	25 - 30 minutes	<ul style="list-style-type: none"> <li>• English/Maths activities.</li> <li>• Projects involving research, structure, thinking and creativity.</li> <li>• Reading; 10-15 minutes.</li> <li>• Review, practise and consolidation of number facts using the four processes.</li> <li>• Unfinished school work.</li> </ul>
5 & 6	45 minutes	<ul style="list-style-type: none"> <li>• Spelling/Maths activities.</li> <li>• Projects involving research, structure, thinking and creativity.</li> <li>• Consistent personal reading; 15-20 minutes.</li> <li>• Review, practise and consolidate number facts using the four processes.</li> <li>• Unfinished school work.</li> </ul>



## **ICT (Information and Communication Technologies)**

At Pinewood we believe that computers are a tool to be used by students as an aid to learning as opposed to being the focus of their learning. All students have access to our computer room. Students also have access to Notebook computers and iPads in their classroom. Internet access is available on all devices.

We have a 1 to 1 device program in the Year 6 where students regularly collaborate on tasks using Netbook computers.

All children and parents are required to sign an 'Acceptable Use Agreement' at the beginning of each year.

Cyber safety is taught as part of the curriculum through the eSmart Program. The school controls content that is available to students.

## **IMMUNISATION**

***By law, your child must have an immunisation status certificate to enrol in primary school.***

***All children must present a Certificate of Immunisation at time of enrolment. Certificates are available from the ACIR (Australian Childhood Immunisation Register) if you are eligible for a Medicare Card or from a doctor. The local council immunisation service will also be able to assist you in obtaining an immunisation certificate.***

## **INCURSIONS / EXCURSIONS**

Incursions and excursions are generally selected to reinforce topics studied in the classroom. Children usually research prior to each excursion and the excursion itself acts as a catalyst for spontaneous oral and written expression.

Parents will receive a notice with information and cost, prior to the incursion/excursion. Notices, with payment, are to be returned by the due date. Incursions & excursions can also be paid via the Compass portal.

## **LIBRARY**

All children from Prep to Year 6 attend the newly refurbished school library and have the opportunity to borrow books. Books may also be changed during lunch as timetabled. Our computerised library system has made borrowing much easier for students and teachers. All students should have a library bag for borrowing books.

## **Language (French)**

Pinewood Primary School is culturally and linguistically diverse. Our students come from a wealth of backgrounds and experience which presents particular challenges and real opportunities to contribute to the development of our society where everyone is treated with dignity and respect and where diversity is valued.

The Language program at Pinewood Primary School, aims to understand and celebrate cultural diversity. All children from Prep to Year 6 have language lessons and the opportunity to learn about the language, culture and traditions of France.

Children are able to study French vocabulary and grammatical structures that are meaningful and related to real life experiences and significant French cultural events. All year levels also have the opportunity to learn about different aspects of France's geography and history.

## **LUNCHES**

Children eat their lunch in the classroom under the supervision of their teacher. Lunch containers should be clearly labelled. Drinks need to be clearly marked in unbreakable containers. Due to the rise in allergies amongst children, parents are encouraged not send nuts/peanut butter to school.

Lunch is eaten in the classrooms between 1.00pm and 1.10pm. Parents are asked to send food that does not require wrapping, in line with our "nude" food policy. We are unable to heat food for students. If your child brings food that required a spoon or fork, please ensure that you pack one in their lunchbox.

Lunch orders at the school are outsourced and provided by Classroom Cuisine and are available 4 days a week (not available Tuesdays). A morning snack is still required. Parents can order via the website [www.classroomcuisine.com.au](http://www.classroomcuisine.com.au)

For obvious safety reasons children are not allowed to go to the shopping centre at lunch time.

## **MONEY SENT TO SCHOOL**

If your child is required to bring money to school, please, make sure it is carefully sealed in an envelope and clearly labelled with the child's name, grade, teacher's name and the purpose for which money is sent, e.g.,

Sally Parker  
Grade 4A  
Mrs Smith  
Swimming

Unless otherwise stated, cheques should be made payable to Pinewood Primary School.

## **MUSIC**

All children participate in music lessons. All children in Year 4 learn the recorder, and all children in Year 5 learn the ukulele. These musical instruments are provided by the school.

Private tuition is currently available through Musicorp and Junior Rockers during school hours. Please refer to their websites [www.musicorp.com.au](http://www.musicorp.com.au) or 1300 858 911 and [www.juniorrockers.com](http://www.juniorrockers.com) or 1300 467 625 for further information.

## **NEWSLETTER**

The newsletter is published weekly and can be accessed online on a Thursday. The newsletter will be available for download from the school website at [www.pinewood-ps.vic.edu.au](http://www.pinewood-ps.vic.edu.au) Parents can also access the newsletter via the Compass portal. Parents receive email notification that the newsletter is available. If you do not have access to the internet or a computer, a paper copy can be provided.

**Please** read the newsletters carefully as they will inform you of all forthcoming events at the school.

## **OUT OF SCHOOL HOURS CARE (OSHClub) PROGRAM**

Enrolments and bookings are made online through the secure OSHClub system available at [www.oshclub.com.au](http://www.oshclub.com.au) or 03 8564 9000. OSHClub will always welcome children to the program. Children need to be enrolled beforehand. Breakfast and afternoon tea are provided. Vacation care will also be available.

## PARENTS CLUB

Pinewood Primary School's Parents Club is a group of dedicated parents who offer their time to help out within the school in a variety of different areas when the need arises. All Parents/Guardians or Carers with children at Pinewood Primary School are automatically members of the Pinewood Parents' Club and are most welcome to help out whenever possible around our school. All parents are required to have a valid Working with Children Check (WWC) which can be applied for at your local post office and is free of charge to parents wishing to volunteer in schools. More information can be found at [www.workingwithchildren.vic.gov.au](http://www.workingwithchildren.vic.gov.au)

The Parents Club Committee hold a meeting once a month, in the staff room at 7:30pm, usually the second Monday of the month. All meetings give everyone present an opportunity to voice their ideas, opinions or concerns about fundraising and other events for the students at Pinewood. Parents must become financial members of the Parents Club if they would like to join the committee as a general member or be elected to a position on the committee. The Annual General Meeting takes place in March each year. To become a financial member a payment of \$1 is required. This gives you the right to vote and be involved with the decision making of the Parents Club.

Fundraising by the Parents Club provides extra facilities and equipment that Government funding and the school curriculum levies do not cover. In the past the Parents Club has assisted in funding such things as new playground equipment, air conditioning and iPads.

Events such as the Junior and Senior School Discos, Footy Hot Dog Day, Pop Corn Day and the End of Year Raffle are just some of the fun events the Parents' Club run with the aid of Parent Helpers – so if you don't want to join the Committee you can still be a valuable Parent Helper. The Parents Club have recently raised over \$30,000 for the purchase of shade sails for the junior and senior playgrounds.

More information can be found in the weekly newsletter and on the Parents' Club noticeboard located in the main Administration building near the School Office.

## PARENT PARTICIPATION

Pinewood Primary School is fortunate that we have parent support for many of our class programs. One way in which you may help the class teacher is by assisting with reading programs in the room. Parent assistance is frequently required on school excursions and on these occasions you will be invited to help with a small group of students from your child's class. Individual classes have set tasks where help is needed and teachers encourage parents to help. For example; listening to children read and entering data onto the computer for the annual Premier's Reading Challenge.

Parents also act as Class Representatives to assist with contacting parents when required.

The Swimming Program, library and special events held at the school, e.g., Sports Days, also require parent help.

Please speak with your child's teacher if you would like to assist in any way or if you have any queries regarding helping with your child's grade.

**ALL parents require a Working With Children Check before they can assist in any school activity. Volunteer WWCC are free. Application forms can be located at -[www.workingwithchildren.vic.gov.au](http://www.workingwithchildren.vic.gov.au)**

### **PERSONAL BELONGINGS**

Parents are reminded that personal property brought to school by students is not insured and the Department of Education and Training is not responsible for any loss or damage. All uniform and personal property should be clearly named. Students wishing to show valuable items to their class should make arrangements for parents to bring the article to school personally.

### **PHYSICAL EDUCATION**

All students participate in physical education lessons. Areas such as athletics, gymnastics, dancing, ball skills and fitness are covered either by the physical education teacher or the classroom teacher.

### **PLAYGROUND SUPERVISION**

Formal supervision of the school playground is carried out by staff members on school days from 8.45am to 3.45pm. Children are not permitted to be at school before 8.45am and after 3.45pm without parental supervision.

Recess and lunch play are supervised by teachers.

Children who are detained for disciplinary purposes are supervised by a teacher.

Children attending sport training are supervised by the teacher conducting the training.

Children will not be permitted to leave the school grounds between the time of arrival and the dismissal time without written permission from parents.

Should parents observe anything around the school which would present a hazard to the children they are requested to notify the Principal.

### **SCHOOL RECORDS**

***It is imperative that our records containing your address, telephone numbers, emergency contacts etc. are ALWAYS kept up to date.***

Whenever you have a change of address, a change of business, mobile or home telephone number, please notify the school. Parents can also update information via the Compass portal. Once children have been enrolled, parents are allocated a user log in and temporary password for this program.

## **SCHOOL COUNCIL**

The Annual General Meeting of the School Council takes place in first term.

Our School Council welcomes new parents to Pinewood Primary School and hopes that the association thus formed will be both enjoyable and profitable.

The School Council represents both parents and DET employees and consists of twelve (12) members including the Principal. There are eight elected parent representatives, and three elected Department of Education & Training (DET) employees.

Current Department of Education & Training policy places responsibility on a committed and involved Council to enable the school to function effectively. Particular concerns of the Council include policy and planning, financial administration, improvement and maintenance of buildings and grounds and school/community relations.

In the area of finance, the gap continues to widen between government provided funds and that which is required to ensure the best education of our children. Student Educational Charges are imposed in respect of each child enrolled at the school to augment government funds for the provision of necessary classroom requisites.

The school relies heavily on the fund-raising efforts of our Parents Club to maintain the education resources which keep Pinewood as a good place to be and a school with a proud record of achievement.

We hope new parents will want to become involved in ensuring the continued good reputation of Pinewood Primary School.

## **SCHOOL UNIFORMS**

The wearing of school uniform is compulsory.

### ***GIRLS:***

<b>Summer</b>	Green and white check dress, or Green shorts, Pinewood polo shirt White socks, black shoes /runners. Hat (Term 1 and 4).
<b>Winter</b>	School tunic /pinafore or Green Pinewood track pants, green skivvy / Pinewood long-sleeved polo Green Pinewood windcheater / Bomber jacket/ Polar fleece Black shoes / runners.

### ***BOYS:***

<b>Summer</b>	Green shorts, Pinewood polo shirt. Grey socks/white, black shoes / runners. Hat (Term 1 and 4)
<b>Winter</b>	Green Pinewood track pants, Green skivvy / Pinewood long-sleeved polo shirt Green Pinewood windcheater / Bomber jacket/ Polar fleece Black shoes / runners.

**NOTE:**

The wearing of school hats is compulsory in Terms 1 & 4.

***Please label ALL pieces of uniform. Uniform that is not clearly labelled will be placed into lost property.***

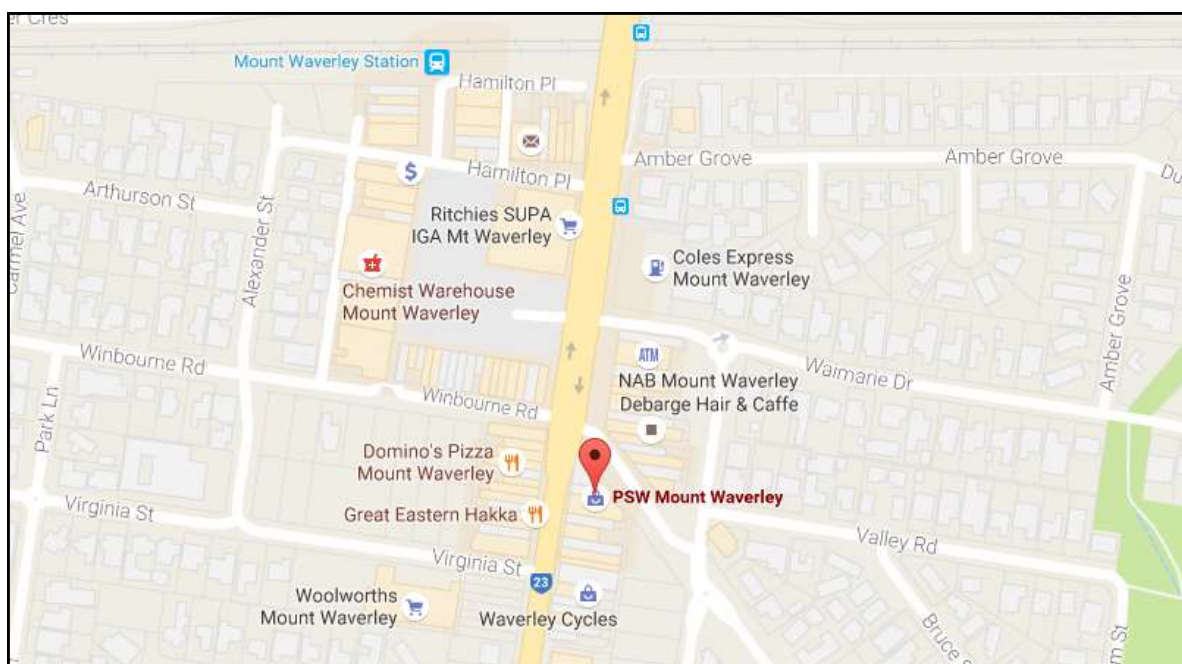
School uniform is available from:

**PSW**

288-290 Stephenson Rd, Mount Waverley 3149

Phone: 03 9768 0335

[www.psw.com.au](http://www.psw.com.au)

**REGULAR TRADING HOURS:**

CLOSED MONDAY

TUESDAY—FRIDAY : 9.00am—5.00pm

SATURDAY : 10.00am—1.00pm

*PLEASE CHECK THE WEBSITE FOR THE EXTENDED TRADING HOURS.*

**SPORT**

Students up to Year 5 are encouraged to participate in intra-school sporting activities with other children within the school or their class. The emphasis in these activities is to practice skills and develop a good sporting attitude. Students in Year 6 participate in interschool sporting activities with children from other schools. Students in Year 3 – 6 also take part in Athletics and Cross Country, competing against other schools.

## School Exclusion Table

<b>Disease or Condition</b>	<b>Exclusion of Cases</b>	<b>Exclusion of Contacts</b>
Chickenpox	Until fully recovered or at least one week after the eruption first appears.	Not excluded.
Conjunctivitis (Acute infectious)	Until discharge from eyes has ceased.	Not excluded.
Diphtheria	Until receipt of a medical certificate of recovery from infection.	Domiciliary contacts excluded until investigated by the medical officer of health, or a health officer of the Department and shown to be clear of infection.
Giardiasis (diarrhoea)	Until diarrhoea ceases.	Not excluded.
Hepatitis A (infectious hepatitis)	Until receipt of a medical certificate of recovery from infection or on subsidence of symptoms.	Not excluded.
Hepatitis B	Until recovered from acute attack.	Not excluded.
Impetigo (School sores)	Until sores have fully healed. The child may be allowed to return earlier provided that appropriate treatment has commenced, and that sores on exposed surfaces (such as scalp, face, hands or legs) are properly covered with occlusive dressings.	Not excluded.
Leprosy	Until receipt of a medical certificate of recovery from infection.	Not excluded.
Measles	Until at least five days from the appearance of rash, or until receipt of a medical certificate of recovery from infection.	Non-immunised contacts must be excluded for 13 days from the first day of appearance of rash in the last case unless immunised within 72 hours of first contact.
Meningococcal infection	Until receipt of a medical certificate of recovery from infection.	Domiciliary contacts must be excluded until they have received appropriate chemotherapy for at least 48 hours.

<b>Disease or Condition</b>	<b>Exclusion of Cases</b>	<b>Exclusion of Contacts</b>
Mumps	Until fully recovered.	Not excluded.
Pediculosis (Headlice)	Until appropriate treatment has commenced.	Not excluded.
Pertussis (Whooping cough)	Until two weeks after the onset of illness and until receipt of a medical certificate of recovery from infection.	Domiciliary contacts must be excluded from attending a children's services centre for 21 days after the last exposure to infection if the contacts have not previously had whooping cough or immunisation against whooping cough.
Poliomyelitis	Until at least 14 days after onset of illness, and until receipt of a medical certificate of recovery from infection.	Not excluded.
Ringworm	Until appropriate treatment has commenced.	Not excluded.
Rotavirus (diarrhoea)	Until diarrhoea ceases.	Not excluded.
Rubella	Until fully recovered or at least five days after onset of rash.	Not excluded.
Scabies	Until appropriate treatment has commenced.	Not excluded.
Shigellosis (diarrhoea)	Until diarrhoea ceases.	Not excluded.
Streptococcal infection including scarlet fever	Until receipt of a medical certificate of recovery from infection.	Not excluded.
Trachoma	Until appropriate treatment has commenced.	Not excluded.
Tuberculosis	Until receipt of medical certificate from a health officer of the Department that the child is not considered to be infectious.	Not excluded.
Typhoid and paratyphoid fevers	Until receipt of a medical certificate of recovery from infection.	Not excluded unless the medical officer of health or a health officer of the Department considers exclusion to be necessary.