



# Handbook for Parents

Includes school values, facilities, services,  
curriculum, fees, uniform policy and grievance  
flowchart.

*We are a Living, Loving and Learning Community.*



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## Our Vision

Larmenier Catholic Primary School reflects the motto;  
*Christ is our model*, in a living, loving and learning community.

## Our Mission

Larmenier Catholic Primary School provides a quality learning environment, grounded in equity and justice, ensuring the provision of education for the whole person.

## Our Core Values

Our values are based in the traditions of the Sisters of Nazareth, founded by Victoire Larmenier.

### Love

*"Let your love for each other be real and from the heart." (1 Peter 1:22)*

Love motivated the care provided to the old and the young by Victoire Larmenier. Unselfish concern for the good of others is shown through patience, kindness, trust, hope, endurance, truth and a strong affection.

### Compassion

*"Be compassionate as your heavenly Father is compassionate." (Luke 6:36)*

Victoire Larmenier showed compassion by seeking to relieve the suffering of those with whom she came in contact.

Being open and attentive to the whole person, spiritually, physically and emotionally, we show empathy for the suffering of others and try to relieve that suffering.

### Patience

*"Blessed are the gentle for they shall possess the earth." (Matt 5:5)*

Victoire Larmenier was an example of patience to all who knew her. She encountered and overcame amazing difficulties.

In all circumstances we persevere calmly with understanding and endurance.

### Respect

*"As often as you did it to one of these....you did it to me." (Matt 25:40)*

Victoire Larmenier showed consideration, appreciation and regard for the rights, values and beliefs of all.

The unique dignity of each person is held in high esteem and with special consideration. Without exception, we show thoughtfulness, courtesy and care.

### Justice

*"Blessed are those who hunger and thirst for justice for they shall be satisfied." (Matt 5:6)*

Victoire Larmenier was fair and impartial with everyone, even when people or issues were difficult or challenging.

We uphold what is fair, decent, respecting his/her rights in a balanced and fair manner.

### Hospitality

*"I was a stranger and you welcomed me." (Matt 25:37)*

Victoire Larmenier welcomed everyone in a spirit of friendship and acceptance. We welcome and receive all into a warm friendly and open atmosphere.

# WELCOME TO LARMENIER CATHOLIC PRIMARY SCHOOL

## THE STORY OF LARMENIER SCHOOL

Our school is named after Victoire Larmenier, a French woman, who lived from 1827 to 1878. She founded the Congregation of the Sisters of Nazareth, whose special vocation was the care of the aged and the young.

In 1960 Archbishop Young decided that a Catholic primary school for the area in St Leonards was sorely needed. Thus in 1961 the first buildings of the school were operational. Two Sisters of Nazareth were the first teachers at the school. They were fulfilling the ambition of the Sisters of Nazareth to open an aged-care facility, Nazareth House, and then later Larmenier School. The Catholic community of St Leonards felt privileged to have a Catholic School, through the generosity of the Sisters.

The following is an account of the opening day as it appeared in the “Standard” of February 24<sup>th</sup>, 1961:

*“Larmenier School which started this Year with 40 pupils is housed in a building adapted for school purposes at the cost of 5,000 pounds. Pupils of St. Thomas More’s, St Finn Barr’s, Sacred Heart and St Patrick’s College formed a long guard of honour for the Archbishop as he left the school to bless the new Nazareth House home for the aged which has been occupied for some time.”*

The management of Mt Esk (formally Nazareth House - the aged care facility) has been undertaken by the Archdiocese of Hobart and Southern Cross Homes since July 2002. In 2003 preparations were made for the handover of Larmenier School to the Archdiocese and in 2003, Larmenier farewelled the last of the remaining Sisters of Nazareth, Sister Monica Glass CSN. In 2004 Larmenier School welcomed its first lay principal, Mrs Ellie McGinness. Mrs McGinness completed her appointment in 2008. Ms Trish Hindmarsh was appointed acting principal from January to August 2008. Mr Peter Douglas was appointed as principal from September 2009 until December 2011. Mr Brent Wilson was appointed as principal in December 2011 until December 2016. Ms Jacqui Lawless was appointed acting principal in December 2016 until December 2017. She was then appointed principal in January 2018.

Larmenier School has continued to foster the tradition and the vision of the Sisters of Nazareth. To this day the values of Victoire Larmenier are an integral part of life at the school. These values are – Love, Compassion, Patience, Justice, Hospitality and Respect.

Since 1961 the school has increased its population steadily to a count of 200 students in 2016. Along with this increase has been the development of the school facilities. These include: two large sports fields, cricket pitch, tennis, netball and basketball courts, undercover/outdoor education structure, senior and junior play areas, indoor multi-purpose facility (used for conferences, indoor sports activities, school performances and celebrations, P&F functions, music, drama and dance classes), a commercial standard kitchen, refurbished library and administration block, landscaped gardens and playground, school farm and garden.

2004 saw the introduction of a Music Program, co-ordinated and supported by St Patrick’s College to encourage the development of band and string ensembles.

In 2005 Larmenier School began a Farm and Gardening Program. Included in this is an orchard, vegetable and herb garden and a variety of animals. The students of the school are actively engaged in the running of the farm and garden program. This includes regular “Farm Days” for every grade.

The school houses are Upton, Guilford and D’Arcy. The houses have always been an integral part of the pride and history of Larmenier School. Sporting competitions and targeted activities are a great source of motivation for the houses gaining points and rewards.

## **CHARACTERISTICS OF LARMENIER SCHOOL**

Larmenier School is located 10 minutes from Launceston’s CBD in a picturesque rural setting in St Leonards, overlooking the North Esk River.

It is a Catholic Primary School catering for students from Kindergarten to Grade 6. Larmenier belongs to the greater Launceston parish and is associated with the Church of St Peter’s in Kings Meadows, lead by Father Des Holms MSC. School Masses and Liturgical Celebrations are frequently held at school, the Mt Esk Chapel or St Peter’s Church.

Larmenier aims to:

- ❖ *Provide an atmosphere enlivened by the Gospel spirit of freedom and charity.*
- ❖ *Provide excellence in schooling.*
- ❖ *Promote the integral development of students’ physical, intellectual, moral and spiritual growth in accordance with their nature and destiny.*
- ❖ *Place education and human development in a context illuminated by faith.*
- ❖ *Provide a Religious Education program according to the mind of the Catholic Church.*
- ❖ *Educate students in the teachings and life of the Catholic Faith.*
- ❖ *Initiate students into Catholic practices and a way of life, specifically based on the Gospels.*
- ❖ *Encourage students to weigh moral values with an informed conscience illuminated by faith and to embrace Catholic values by choice.*
- ❖ *Recognise parents as the prime educators of their children and support, complement and involve them.*
- ❖ *Foster in students, staff and parents a sense of community and commitment to Christ through prayer, worship, sacramental life and service.*
- ❖ *Define clearly and maintain self respect leading to the development of self.*
- ❖ *Maintain a concerned, dedicated and professional staff of the highest quality.*

## **STAFF IN 2020**

### **Teaching staff**

Jacqui Lawless	Principal
Allison Cornish	Deputy Principal
Maureen Fontyn	Religious Education Coordinator
Alison Vogelaar	Student Support/ Farm
Fiona de Wit	Kindergarten
Jane Knowles	Prep
Cecilia Connell	Grade 1
Jacinta Verbeeten	Grade 1/ Visual Art
Jenni Hughes	Grade 2/ PE
Lisa Turner	Grade 2
Maureen Fontyn	Grade 3
Lisa Turner	Grade 3
Vicki Donald	Grade 4
Judy Rice	Grade 5/ Performing Arts
Lauren Tams	Grade 5
Ray Smith	Grade 6
Kayla Lockett	Japanese
Nathan Wynder	Technologies

### **Administration staff**

Mary Williams	Finance Officer
Yvonne de Wit	Administration Officer
Sam Milbourne	Administration Officer/ IT Support

### **Support staff**

Tania Freestone	Teacher assistant /Library
Theresa Mattern	Teacher assistant
Donna Miller	Teacher assistant/ First Aide
Oli Fitch	Teacher assistant
Renee Carroll	Teacher assistant
Kim Brooks	Teacher assistant /Library/ First Aide
Debbie Arnold	Teacher assistant
Shari Ritson	Teacher assistant
Jamie Milbourne	Utility Officer:
Father Des Holm MSC	Parish Priest

### **Board of Management**

Mel Young	Chairman
Neale Forrester	Vice
Daniel Harris	
David Simpson	
Father Des Holm	
Jacqui Lawless	

### **Parents and Friends Association**

Jo Long	Executive
Tracey Badcock	Executive
Abby Stephens	Executive
Del Hernandez	Executive

# **SCHOOL FACILITIES AND SERVICES**

## **Advisory Board**

Together with the Principal and the Tasmanian Catholic Education Office (TCEO) the function of the Advisory Board is to promote the interests of the school, to oversee the application and use of revenue, to advise in the maintenance and development of school buildings and facilities, to support the role of pastoral care in the school and to offer a public face of our school to the community.

## **Compass**

Compass is our student management system. This platform manages almost everything we need from student information, Student attendance, to booking parent teacher interviews, viewing reports, and sharing information. Parents have an individual login to sign into Compass. This will give parents access to all information relating to your child/ren and is an important communication tool between the school and home. If you have any issues about logging onto the platform please contact the school to make an appointment to correct this.

## **Curriculum**

Larmenier School teaches the Australian Curriculum. Staff work to ensure quality teaching, assessment and reporting in all curriculum areas.

Special programs are co-ordinated by Student Support as well as the class teachers. Learning Plans are developed for many individual students. Small group work occurs in numeracy and literacy. This enables all students to be supported, consolidated or extended in their learning. Teacher assistants support teachers in complementing these programs.

Larmenier issues two written reports and conducts two parent interviews with the class teacher each year.

## **Daily routine**

*Students are encouraged to arrive at school between 8.35 and 8.45 am. Doors open and the supervision of students begins at 8.30 a.m.*

School commences at 8.45 am, and concludes at 2:55pm.

Healthy Snack Break:	10:00 am – 10:10 am
Recess:	11:00 am – 11:30 am
Lunch:	1:00 pm – 1:30 pm

Kindergarten is held each Monday, Tuesday and Thursday from 8.45 am – 2.55pm.

At the end of the school day, students catching buses have allocated areas in which to wait and are escorted to the buses by teachers. Those students waiting to be collected by parents also have a designated area to wait in and are expected to be collected from this area by the parent. See Parking Procedure and Buses for more information.

Class attendances are done by 9am. The school office follows up all unexplained absences with a SMS to parents. Parents are encouraged to call the school by 9a.m. if their child is absent for any reason. *Children MUST be signed in* at the school office if they arrive after 8.45 a.m. and signed out if leaving the school at any time before dismissal at 2.55 pm *by their parents/carer.*

### **Encouragement awards**

Student successes are celebrated in many ways at Larmenier: certificates at assemblies, newsletter recognition with photographs, house points towards a special reward day, stickers and peer recognition. Teachers award merit points to students acknowledging positive behaviour during the school day. Once certain milestones are reached a postcard acknowledging this positive behaviour is mailed out to parents to inform them of this achievement. Merit points are awarded based on the Positive Behaviour System (PBS) expectations: Be safe, Be a friend, Be respectful, Be a learner and Believe in yourself.

### **Farm**

The school also operates a small farm and sustainable gardening program in which the children, staff and parents are partners in caring for both pet and farm animals and the gardens. All classes have specific duties to perform in regards to the farm. Also each class will have one farm day per term where students will be participating in a range of activities on the farm learning about gardening, the environment and sustainability.

### **Healthy Snack break**

Students from Prep to Grade 6 have a morning healthy snack break. This usually occurs at approximately 10.00 am. Students are asked to bring along fresh or dried fruit or vegetable pieces or cheese that can be eaten easily.

### **Injuries**

Students who sustain minor injuries will be treated at school. Minor injury slips are sent home to advise the parents of any incidents. Parents will be contacted if students are not able to remain at school. We ask that an adult family member pick these children up from school and signs them out of the student register at the office. All head injuries require us to notify the parents via a phone call or note if un-contactable. This is to ensure that parents are aware of the injury and monitoring is continued if the child does not go home immediately. In the case of serious illness or accident an ambulance may be called. We will do our best to contact the parent/carer and our first aide officer will accompany the child.

### **Lar-mini-ers – Early Learning Program**

Lar-mini-ers will be held each Wednesday from 9 am to 10.30am. Parents with children from Birth - Four are invited to come along. There is a gold coin donation for attendance. Please bring a piece of fruit for morning tea.

### **Medications**

The giving of medication to students by the school is a very sensitive area. All medication will be given to children from the school office, not by teachers in the classroom. Written authorisation is required by the school for all medications. Forms for such medication allocation are available from the school office or on the school web site. Parents are requested to hand medication with the forms to the office.

### **Newsletters**

A fortnightly newsletter is produced. A quick list of dates and facts (called 'Just the Facts') is produced in the alternative weeks. These are distributed electronically. Please advise the office of your preferred email address or it can be downloaded from the school web site. Some paper copies of both are available outside the office.

### **Outside School Hours Care**

Outside School Care Programs are managed by CatholicCare. They now offer before and after school care. Please make direct contact with CatholicCare by phoning 1300 119 455 if you have any questions or wish to enrol.

### **Parents and Friends**

The Parents and Friends Association is a group that helps the school in a voluntary capacity. The social aspect of the association is a means of bringing parents together, working for the school and the students. The P&F provides a forum for the discussion of matters relating to school life.

### **Parent involvement**

Parents are always welcomed in our school.

The school's effectiveness depends on the mutual support and cooperation between parents and teachers. We hope to work in partnership with parents. Parents are encouraged to show an active interest in the whole life of the school and to be 'in tune' with the education of their child. Assistance from parents with class activities, farm days and excursions is always appreciated. Parents involved in classroom help are expected to maintain confidentiality at all times. All school volunteers are required to have a Working With Children's Check through the Department of Justice. This is to comply with State Government Legislation. No parent can do any volunteer work with children without this check. We ask that you first and sign in at the office, have your Working With Children's Check verified, then report to the teacher.

Parent help is strongly encouraged both formally and informally at Larmenier. Please contact your child's teacher for more information.

### **Positive Behaviour School**

Our school is a Positive Behaviour School. We have 5 expectations

- ✓ Be a Friend
- ✓ Be Respectful
- ✓ Believe in Yourself
- ✓ Be Safe
- ✓ Be a Learner

These expectations are explicitly taught and discussed with children to assist them to live within our school community.

### **Road safety**

After school, children are supervised by a teacher in the collection area behind the driveway gates until 3.30pm.

There are limited spaces in the main carpark, some parents park near the bottom oval and walk up the path or there is an option to drive through.

Parents are able to line up to drive through from 2.50pm. We encourage parents to come a little later to avoid congestions. In the drive through area, teachers call children who are behind in the gate to come to a pick up area. If children need assistance to get in the car and organised, parking is a better option.

*Children are not allowed to walk to the cars without an adult with them.* Parents are requested not to leave their children in cars. Parents are also asked to park in designated areas and not to stop and block traffic. Mt Esk have asked that no cars park in their turning circle area. This needs to be kept free for ambulances etc. Parents are also asked not to park in the staff carpark. There is limited parking here, easily congested and safety is our priority.

Bus children are accompanied to their buses by the teacher.

Some children ride to school. We ask that parents make sure their child are aware of the need for extreme care when riding bikes in and around the school grounds. If they are to cross any roads give them good instructions on bike rider awareness and safety.



### **School assemblies**

School assemblies are conducted for the whole school on alternate Monday afternoons. Parents are welcome. Parents are also invited to attend our liturgies or special assemblies when classes take turns to present aspects of their class work to the school.

### **School canteen**

Our school canteen is currently closed. The P&F offer, at times, special days where a lunch order can be placed.

### **School Dental Service**

Dental appointments are available through the School Dental Service.

### **School houses**

Larmenier School has three houses that are very much part of the tradition of the school. D'Arcy and Guilford are named after Tasmanian Catholic Archbishops and Upton after a former Tasmanian Catholic Dean of Launceston.

### **Special events**

Dates for special events for the school year are advertised through the school newsletter, 'Just the Facts', on the school web site and on Compass.

### **Sport**

Students participate in swimming, cross country and athletic fun days during the year. Grades 5 & 6 participate in a Gala Day of sport each term. Daily fitness is an enjoyable session of classroom learning each day.

### **Teacher supervision**

Teacher supervision begins at 8:30am and ends with the after school duty at 3:30pm. Any children still in the school grounds are escorted to the office to contact parents and wait there until picked up.

### **Uniform shop**

We operate a school uniform shop, with uniforms at a more affordable cost to the parents of Larmenier. The price list/order form and hours of operation are advertised at the school office, school web site and TeamApp.

### **Volunteers and Visitors**

All volunteers and visitors to the school are required to sign in and out at the school office. Volunteers must have their 'Working with Children's Check' cleared at the office before going to class.

### **Welfare**

Teachers and/or the Principal are available to assist with any problems the students may be experiencing. We ask that appointments be made with teachers in advance, outside normal teaching hours.

# **SCHOOL REGULATIONS AND PROCEDURES**

## **Accidents**

Accidents are reported to the Principal or First Aid Officer as soon as possible and, if necessary, details are recorded. Minor incidents are reported to parents via a white slip sent home with student. Parents will be contacted for all head injuries and serious incidents. Depending on the severity of the accident, parents, ambulance and hospital are contacted.

## **Attendance and Absence**

Regular attendance is important for ongoing successful instruction, as is punctuality. If a student is absent from school for any reason the parent must notify the school that the child is away. Any unexplained absences will be followed up via a text, phone call or letter.

## **Buses**

School buses are provided by Redline, Jack's and Metro. These serve a wide area within Launceston and surrounding areas for students attending Larmenier School. Students are supervised while waiting for and boarding buses in the school grounds. For more details about bus routes please contact the bus companies.

## **Care of school property**

Students, teachers and parents are asked to report any damage to school equipment or property to a teacher or the principal so the necessary repairs can be made as soon as possible.

## **Collection of money**

When forwarding money to the school, parents are asked to place it in an envelope clearly labelled with the student's name, grade, activity and reason. This will be passed on to the office.

## **Communication**

The Early Years classes have a simple communication diary that they take home every night. This is used for communicating with parents and visa versa and also for homework tasks.

We produce a fortnightly newsletter every second Thursday and 'Just the Facts' on each alternate fortnight. These are emailed to those parents who have supplied the office with a current email address. It is also uploaded onto the school website and Compass every week. The newsletter includes important school events, weekly notices and celebrations of student's work is acknowledged. 'Just the Facts' is a quick, short list of dates and facts.

Student reports are issued twice a year, with focuses on social skills and academic learning as well as emotional, physical and spiritual development. An annual school report is also issued to the community via the school website.

Parents are requested to notify the school office of any change of address or telephone number and of any other updated information or medical problems that may be necessary for the school to know.

### **Enrolment**

Larmenier adheres to the Tasmanian Catholic Education Commission inclusive enrolment policy. Therefore, the order of acceptance for students at Larmenier is as follows:

1. Brothers/ sisters of students already enrolled
2. Catholic children in our area
3. Catholic children in other areas
4. New non-Catholic children

Kindergarten interviews for the following year are usually held during May/June. New parents are shown around the school and have the opportunity to discuss specific matters pertaining to their children's entry into school life at Larmenier. Catholic Schools in Launceston work together to hopefully ensure all families who want Catholic Education for their children are offered a place in one of our five schools. Position offers generally go out in August. Time is set aside in late November each year for an orientation day.

### **Food Allergies**

Larmenier School has a whole school approach to the health care and management of those students who have specific food allergies based on risk minimisation. Whilst it is primarily the responsibility of parents to teach their allergic child to care for him/her self, the school also implements a health-care plan and reinforces appropriate avoidance and management strategies.

Parents are responsible for forwarding any relevant or changed medical information about their child in relation to any allergies and risk of anaphylaxis. An allergy or anaphylaxis plan is developed between the family and their Medical Practitioner. Any medications specific to their child are provided by the parent and kept at school. Parents need to keep the school medical information up to date at all times. All staff are trained to recognise and respond to a mild, moderate or severe allergic reaction, including training in the use of an epipen.

All staff are made familiar with children with food allergies and determine any cooking/ farm sessions accordingly to avoid any risk of exposure to allergens.

Education about food safety and the seriousness and potential life-threatening nature of allergies takes place within the classroom environment. All students receive constant reminders not to swap or share food.

### **Lost property**

*Please ensure all items are clearly named.*

Children are encouraged to care for their possessions but inevitably students leave or misplace items of clothing. If property is lost, parents and students may check the 'lost property box'. The next step is to check with your class teacher. It can be advertised in the newsletter if requested. All clearly named items are returned to the classroom.

### **Permission to leave the school grounds and functions**

Parents who need to take their children from school early for a medical or dental appointment or for family reasons, need to sign the child out at the office. If a child is late for school parents are required to sign their child in at the office. *No child can sign themselves out at the office.* At school functions such as sports days, we request that parents speak to the principal or the class teacher before leaving with their child.

### **Personal items**

Students may not bring any personal items such as mobile phones, , roller skates, skateboards, yo-yos, electronic games, or any item that runs the risk of being lost or damaged or misused. The school takes no responsibility for the loss or damage of any personal items.

*Mobile phones are only permitted in cases where contact with parents is essential after school, and are to be handed into the office at the beginning of the day (A record will be kept of this). They will be handed back at the end of the day. Children are not permitted to use these during the school day. Parents are also expected to remind them of the correct usage of a mobile phone and that no photos should be taken without permission.*

### **School fees**

An account invoice is sent to each family early in March. Payments can be made at the office, by eftpos, cheque or cash. Payments can also be made by instalments to suit your financial needs, following discussions with the principal. Up to date statements are sent out monthly. These can be emailed or sent home with your child.

### **School Wide Positive Behaviour System (SWPBS)**

Larmenier School is a Christian community where people come together to work, learn and play. Our aim is to ensure that the school provides an environment in which everyone feels safe. At Larmenier all people have the right to be free from bullying. Any form of bullying will not be tolerated. All people have the right to seek assistance as soon as they feel threatened. Bullying is regarded as a serious offence and will result in action being taken.

Inappropriate behaviours are monitored and data is used to make decisions about improving our behaviour management systems throughout the school. We are able to tackle minor behaviour problems promptly and effectively, resulting in a safer, happier school environment.

### **Shared and sole care of children**

Parents, who have shared or sole care arrangements of their children, should inform the principal of their particular family circumstances. Where specific court orders have been made which affect the school, a copy of those orders must be lodged with the school.

### **Student safety within the school**

The students are encouraged to take care at all times in the classroom and the playground. Special emphasis is placed on not running in the corridors, concrete areas and woodchips; using all equipment in the correct manner and replacing it in its storage area. Children are asked to observe all road and safety rules and to keep inside the broken white line and on the footpath while walking to and from the buses and the car park. Parents must park in the school car park when bringing children to and from school.

### **Sun protection procedure**

Our school has the obligation to provide a safe working environment. It is our duty to provide the best protective measures possible to minimise the risk of skin cancer.

#### **Measures taken:**

- hats are worn while outdoors during the first and fourth terms
- shade marquees are used for Athletics and Swimming Carnivals
- sunscreen provided for application before recess and lunch times.

Clothes provide the best protection.

### **Uniform and appearance**

Larmenier is understandably proud of its uniform and wearing of the correct uniform is compulsory. If for some reason your child is not in uniform on a particular day, a note of explanation is required. It is hoped students wear the uniform with pride. Hair is to be neatly groomed and long hair must be tied back with ribbons, clips or hair bands and these are to be ROYAL BLUE or YELLOW. No jewellery other than one pair of gold or silver studs be worn. Nail polish is not to be worn. All uniform items are only available from the uniform shop (except school shoes and sports shoes).

Children in Kinder and Prep wear sports uniform every day.

#### **GIRLS – WINTER;**

- blue school dress and school tie
- white long-sleeved shirt
- long navy socks or tights
- black school shoes
- school blue jumper/vest
- school blazer

#### **GIRLS – SUMMER:**

- school dress
- light blue socks
- black school shoes
- school blazer

#### **BOYS – WINTER;**

- long grey trousers or grey shorts
- blue long-sleeved shirt and school tie
- grey socks
- black school shoes
- school blue jumper/vest
- school blazer

#### **BOYS – SUMMER:**

- grey shorts
- blue short sleeved shirt
- short grey socks
- black school shoes
- school blazer

#### **SPORTS UNIFORM:**

- tracksuit or short sleeved sports top, blue shorts, white socks and sports shoes

**HATS:** These are compulsory and must be worn during first and fourth terms. We have a ‘No hat, no play’ policy.

### **ALL ARTICLES OF CLOTHING MUST BE CLEARLY NAMED.**

An art smock is required for all children. During Term 2 and 3, an extra pair of sports shoes and track pants may be brought to school in case of muddy play. Kindergarten students wear sports uniform all year with shorts for summer and tracksuit for winter (not the tunic or trousers).

#### **NOTE:**

Larmenier is in the process of phasing in sports uniform to all early years classes. In 2020 Kindergarten and Prep will wear sports uniform every day. In 2021 this will be extended to include Year 1.



## School Fee Information Brochure

- ❖ How much does it cost to send a student to Larmenier School?
- ❖ When will accounts be issued?
- ❖ Can Payments be made by Direct Debit? What other payment options are available?
- ❖ What options are available if payment deadlines cannot be met?
- ❖ How much does the Music Program cost?
- ❖ Where can further fee information be obtained?



**BELOW IS A COMPREHENSIVE LIST OF ALL FEES AND  
LEVIES FOR LARMENIER SCHOOL FOR 2020.**

	<b>ANNUAL AMOUNT</b>	<b>DUE DATE FOR PAYMENT</b>
<b>Tuition Fee &amp; Classroom Levy</b> These fees are levied for the provision of education at Larmenier School. They assist the school to provide a quality Catholic Education. Parents with three or more students at a Catholic School are eligible for a fee discount. See back page for further information.	\$1877 (per Student)	30 <sup>th</sup> November
<b>Catholic Education Office (CEO) Capital Levy</b> The school is required by the CEO to levy each family per year. This is applied to a fund that is managed by the CEO for capital projects.	\$250 (per family)	30 <sup>th</sup> November
<b>Parents &amp; Friends Association Levy</b> As a fund-raising initiative.	\$70 (per family)	30 <sup>th</sup> November
<b>Book Fees</b> Class teachers determine the book and stationery requirements for each student. The average annual cost varies with each class but is approximately \$60.	Between \$25 - \$60 (per Student) depends on Grade	February
<b>iPads</b> From Grade 3, it is compulsory for each student to have an iPad.	\$500 (approx)	
<b>Grades 1 &amp; 2 Swimming Program</b> Compulsory water skills and life saving program.	\$90	30 <sup>th</sup> November

<b>Music Program</b> This fee applies to students who choose to participate in the Music Program that is run in conjunction with St Patrick's College. Students have one lesson per week during the school terms. Those electing to participate in music tuition will be billed once tuition begins. The fee is slightly less if you own your own instrument.	<b>\$550</b> (per Student)  (\$320 – without instrument hire)  (Optional Program Directed by St Patrick's College)	Payable per term.
<b>Grades 3-6 Camp (per child)</b> Grades 3, 4, 5 & 6 students attend annual camps. The amount varies depending on the location of camp and is payable prior to the scheduled date of the camp.	Between <b>\$90 - 250</b> (per Student)	Prior to attendance date of the camp.
<b>School Year book (per family)</b>	<b>\$16 per family</b>	Given to the youngest in the family with end of year report

### How much is this per student?

The approximate base cost per year for one student attending Larmenier School for 2020 is \$2127. This excludes the booklist, iPad and camp fees, which are individual to each class, but also excludes the Music Program and Instrument Hire, which are optional and requires a signed yearly contract with St Patrick's College Music Department (available from the office).

**Further information relating to fees, including payment options, family discounts, financial assistance, collection of unpaid fees, and the school uniform shop, please ask at the school office.**





**Issue of Accounts:**

One **invoice** will be issued at the beginning of the school year. **Statements** – issued monthly – will then show payments received and current balance of account. Camp fees are added automatically to account total depending on grade of students.

Any music or miscellaneous invoices will be issued as required. **These will then appear on the following monthly statement.**

**Please provide a current email address for the issuing of statements.**

**Payment Options:**

Eftpos, Direct Debit, B-Pay, Cheque, Credit Card, Cash, Centrelink Deductions.

Weekly and fortnightly payments available on request. Annual payments received by the school before 31<sup>st</sup> March attracts a 5% discount on the tuition fees and levies component.

**Family Discounts:**

There is a discount for three children (10%), four children (20%) and five children (30%). This applies to the tuition fees and levies component of the total amount. Applications can be made for a family discount to include children at other catholic schools.

**Financial assistance:**

Families experiencing difficulties in meeting fee payments are asked to contact the Principal to discuss payment arrangements. Where possible the school will offer financial assistance for those families experiencing **genuine** financial hardship. Application forms for fee assistance are available from the school office. Applications will be strictly confidential and will be assessed on the basis of financial need. Fee assistance will only be considered if a written application is submitted each year.

**Collection of Unpaid Fees:**

Reminder notices will be sent out for any unpaid accounts. Where contact is not made with the school to discuss outstanding fees, commercial business practices will be implemented in respect to the collection of outstanding school fees and the costs of any legal action, which may become necessary, will be charged to the account.

**School Uniform:**

The school has a Uniform Shop that assists parents with the purchase of school uniforms. Prices have very little mark-up on them. The Uniform Shop is staffed by volunteers and is open every Tuesday morning 8.30 – 9.15am and Thursday afternoon 2.45 – 3.15pm. **The school uniform is not available elsewhere.**

**Any Questions?**

Please, do not hesitate to contact the school office for any assistance.

# Larmenier Catholic Primary School St Leonards, Tasmania

## *Uniform policy*

### Rationale

The Larmenier School Advisory Board has resolved that children attending the school should wear an approved school uniform, unless exempted from doing so by the Principal on designated days and for exceptional reasons. Students are also bound by our clear outline on sensible jewellery and hair for students at Larmenier School.

### Aims

The Advisory Board believes that a clearly stated and sensibly implemented uniform policy is important for the following reasons:

- To provide a focus and a sense of identity for students attending the school.
- To provide a consistent focus and a sense of direction for students.
- To provide an opportunity for parents and staff to instill in the children a sense of pride in their appearance, which is an important Christian ethic.
- To prevent excesses in fashion trends and to eliminate competition among students, often based on parent ability to provide suitable clothes.
- To provide an economic means of clothing children for school.
- To prevent excesses in fashion trends by allowing the wearing of unobtrusive jewellery and hairstyles that are neither unusual nor distracting and which do not promote competitive behaviour.

### Procedures

- The Principal is empowered by the Advisory Board to implement the approved uniform policy and, in doing so, may grant exception to a child from wearing all or part of the uniform for a designated period of time.
- An explanatory note from parents is required to be sent to the Principal if a child is not wearing the correct school uniform.
- Dates of change for summer/winter uniform shall be determined by the Principal and shall recognise seasonal factors.
- Sports shoes are not to be worn to and from school unless part of the Physical Education uniform.
- Students are only to have regulation school bags.

- If students are in public places while in school uniform, (eg shopping after school) the full, correct uniform must be worn.
- The school uniform shop, under the auspices of the Parents & Friends Association, provides a service for parents by stocking all items of the approved school uniform, except for shoes and sports shoes, at minimum possible prices
- All members of the school staff are conscious of their role in implementing this policy by setting an example in their own neatness and appropriateness of dress and by ensuring that children are neatly attired when participating in any school activity.

Acceptable forms of jewellery may include one or more of the following:

- A set of earrings; these being plain studs worn in the lower ear lobes, a watch. a Christian symbol worn around the neck e.g. a cross or medal.
- All jewellery is to be removed by students before playing in school sports teams and before participating in competitive physical educational activities. In general, this would not include weekly physical education classes.

Hair guidelines:

- Hair is to be clean, neat and tidy at all times.
- Hair of shoulder length or longer is to be worn tied back as a health and safety measure. Ribbons, clips, bands and 'scrunchies' are to be of school colours of gold or royal blue only.
- Unusual colouring or hairstyles are unacceptable.

Other items:

- The following miscellaneous items are unacceptable: nail polish, makeup, anklets and friendship bands.

## **THE SCHOOL UNIFORM**

### **SUMMER**

**Girls** – school dress, light blue short socks, black shoes, school blazer

**Boys** – Grey shorts, blue short sleeved shirt, short grey socks, black shoes, school blazer

**Kindergarten** – wear sports uniform all year round.

### **WINTER**

**Girls** – Blue school tunic, school tie, white long-sleeved shirt, long navy socks or navy tights, black shoes, school jumper, school blazer

**Boys** – long grey trousers or grey shorts, blue long-sleeved shirt, school tie, grey socks, black shoes, school jumper, school blazer.

**Kindergarten** – wear sports uniform all year round.

### **Optional for winter for Girls and Boys**

Blue gloves, scarf & beanie

Navy spray jacket

**NB: only blue or yellow accessories are to be worn with the school uniform.**

## **PHYSICAL EDUCATION UNIFORM**

**Girls and Boys** – school rugby top, school track pants, short or long sleeved polo top, blue shorts, white socks and sport shoes.

**NB: Girls are to wear one-piece bathers for swimming carnivals and programs (royal blue are preferred)**

### How do we make this policy work?

Sensible adherence to this policy is the responsibility of everyone in the school community. Parents, guardians, carers, staff and students themselves all have a role to play in making it work.

Any items which are not covered specifically by this policy need to be discussed with and approved by the Principal before wearing at school.

## **EVALUATION**

The school uniform may be reviewed at any time at the request of the Staff, Advisory Board, Parents & Friends Association or the School Auxiliary. As part of any such review, members of these groups shall be invited to make submissions to the Board of Management for decision.

Draft 1: 27<sup>th</sup> May, 2013  
Amended: 17<sup>th</sup> February, 2014  
Draft 2: 21<sup>st</sup> March, 2014  
Ratified: 24<sup>th</sup> March, 2014  
Amended: 14<sup>th</sup> October, 2016  
Amended: 3<sup>rd</sup> May, 2018

# Larmenier Catholic Primary School St Leonards, Tasmania

## *Grievance policy and procedures*

### Why have a grievance policy and procedure?

As a school with a Catholic ethos, committed to Gospel values, Larmenier School has both a desire and responsibility to ensure that our school environment is a happy, welcoming and inclusive one where everyone can feel accepted and valued. However, in any normal community, there are times when people raise problems or complaints. Frequently such problems are minor and are resolved informally but sometimes there are occasions when a person wishes to make a formal grievance. This policy sets out the ways in which we as a school community will respond and resolve complaints.

### What are the aims of this grievance policy?

To provide a harmonious, positive and productive school environment.  
To resolve complaints fairly, efficiently, consistently and promptly.

### What are the principles that will guide our response to grievances?

- Everyone has the right to be treated with respect and courtesy.
- Everyone in Larmenier is aware of their rights and responsibilities, including a right to have grievances resolved.
- Everyone is aware of and have access to grievance procedures.
- If a complaint is made against a person, that person will be informed of the nature and content of the complaint and have the right to respond.
- Discussions of complaints are confidential.
- Complaints may be made verbally or in writing.
- All complaints, the actions taken to resolve them and outcomes of those actions will be fully documented.
- A person who has made a complaint may withdraw it at any time. If the complaint is in writing, the withdrawal should also be in writing.
- We believe that it is best if complaints are resolved at a local level, but if this is not possible, then the complaint can be referred to other authorities.
- No one will be victimised as a result of taking out formal grievance.

- At the formal stage, a person who has made a complaint has the right to be represented and supported by another person eg his/her union, work colleague, friend or other person of his/her choice.
- This allows for mediation at any stage throughout the process.

#### Keeping records of complaints

It is important that adequate records of complaints, eg in a school complaints log, are kept for the following reasons;

- So that subsequent enquiries and/or concerns can be located within their proper context, ie in the 'big picture'.
- So that complaints can be tracked through the stages of action to resolution.
- So that patterns of complaints can lead to improvements in our policies, operations and processes.
- So that accurate information is available to those directly involved in investigating the issues and exploring solutions.

#### What should be recorded?

Notes of meetings, interviews, telephone calls, written documents such as letters, faxes, emails etc. All records should be dated and signed.

#### Exception to the record rule

Any oral or written communications gathered in a mediation process are strictly confidential to the parties involved. This information should not be made available to any other person without the specific permission of those parties. This confidentiality guarantee does not apply where there are threats of physical violence or where children abuse is suspected or reported.

### Making a complaint: Information for parents

At Larmenier School, we believe that the relationship between the home and the school is very important part of ensuring that children are happy, secure and open to learning. We recognise that parents and teachers need to work closely together to provide the best educational opportunities for their children. We encourage you to discuss your child's progress with his/her teacher and to let us know if you have any concerns so that we might work together to resolve these as promptly and effectively as we can.

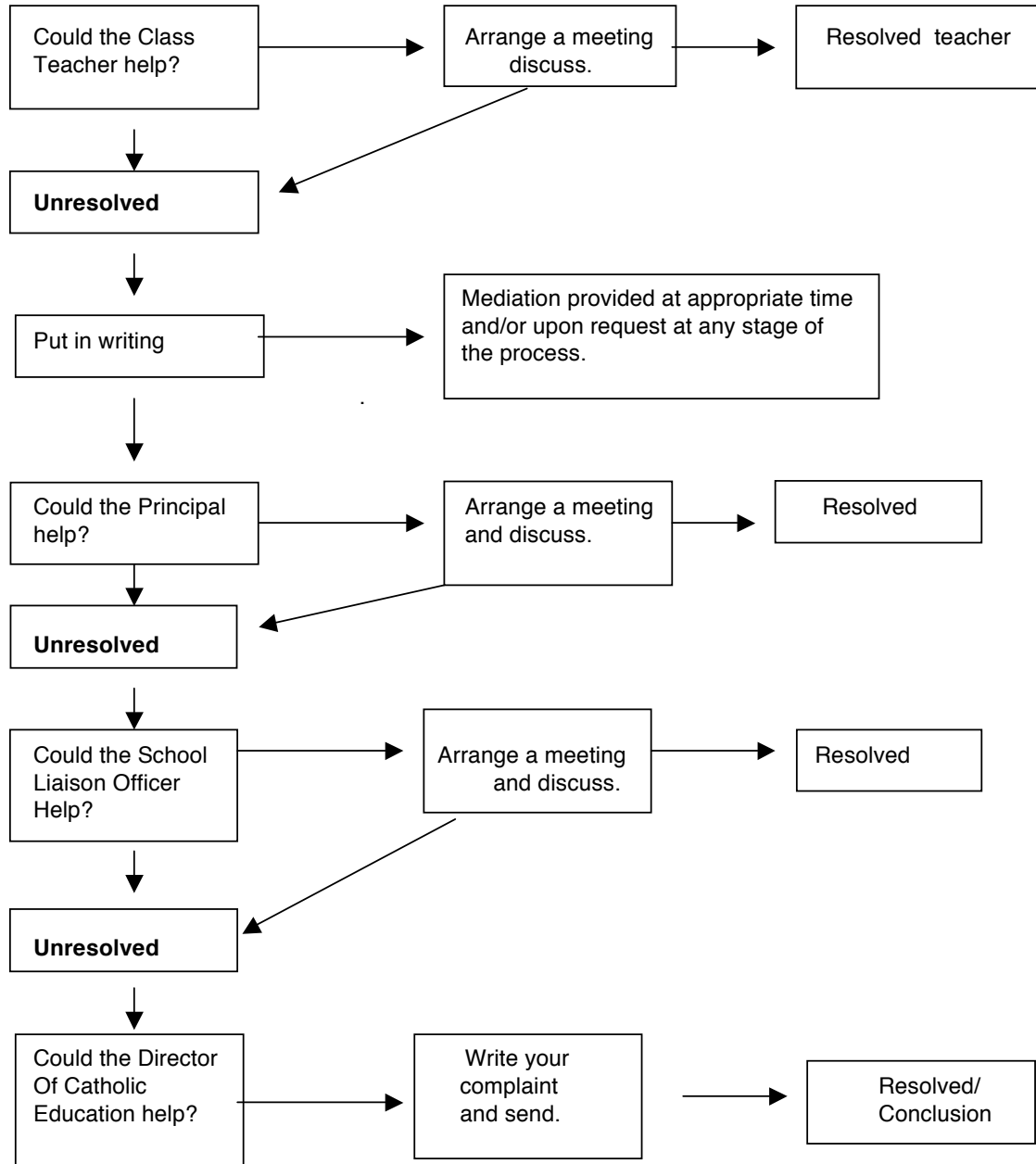
What to do if you have a problem:

- Try to identify the problem clearly before contacting the school. If there is more than one problem list them to ensure that the extent of the problem is clear to the school.
- Decide whether the problem is a concern, enquiry or complaint. This will help in finding a solution. Write down the concern, enquiry or complaint.
- Make an appointment to meet with your child's class teacher. The best way to do this is to contact the school office to arrange a mutually convenient time for a telephone call or meeting. Teachers are responsible for the class from 8.30 a.m. Unless the matter is urgent this is not an appropriate time.
- If you do not feel after your meeting that the matter has been resolved or if you have a complaint about the teacher or another staff member, make arrangements to meet with the Principal. Have a written statement ready to give to the Principal.
- Try to stay calm when discussing your concern. Even if you don't feel it, being calm will help you get your concerns across more clearly than if you are upset or angry. It may help to take someone with you.
- Remember, the staff at Larmenier are committed to resolving any issues that parents might have regarding their children and will discuss with you actions that might be taken in regard to your concern.
- If you still do not feel that the matter has been resolved or if your complaint is about a very serious matter, send your complaint in writing to the School Liaison Officer for Larmenier, at the Catholic Education Office.
- If the matter still has not been resolved, notify the Director of Catholic Education stating your concerns in writing. If no resolution has been achieved, the Director will arbitrate after thorough examination of the grievance and related issues.
- If matters still remain unresolved, as a last resort parties might seek conciliation and/or legal process.

**Note:** The School registration Board or the Secretary of the Department of Education **do not** deal with complaints within the Catholic Education system.

## FLOW CHART FOR MAKING COMPLAINTS –

### PRIMARY PARENTS



*This allows for mediation at any stage throughout the process.*



### Making a complaint: Information for the Community

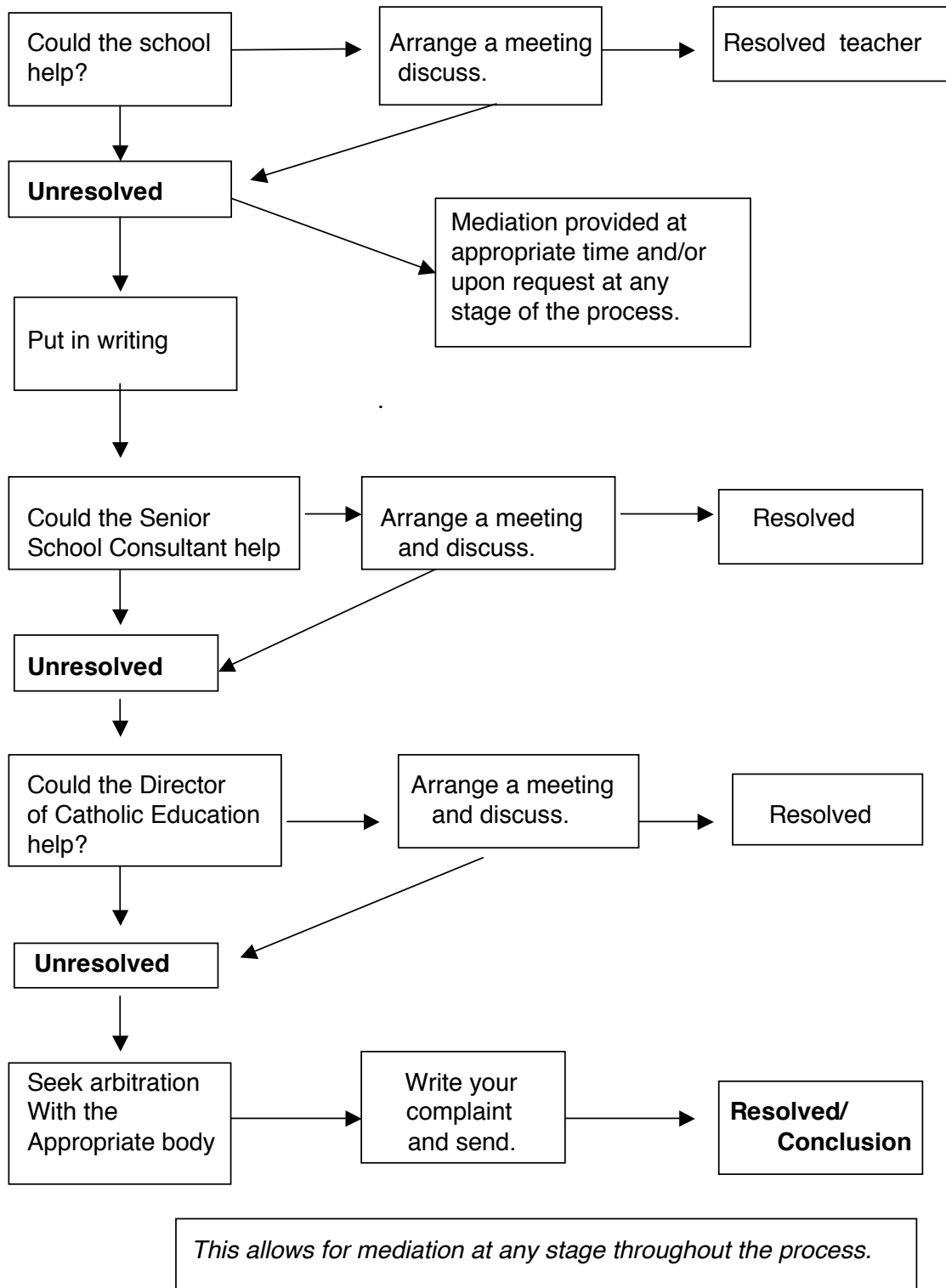
At Larmenier School, we believe that the relationship between the community and the school is very important part of ensuring that we provide a happy and secure environment. We encourage members of the community to let us know if you have any concerns so that we might work together to resolve these as promptly and effectively as we can.

What to do if you have a problem:

- Try to identify the problem clearly before contacting the school. If there is more than one problem list them to ensure that the extent of the problem is clear to the school.
- Decide whether the problem is a concern, enquiry or complaint. This will help in finding a solution. Write down the concern, enquiry or complaint.
- Make an appointment to meet with the principal or a member of the school leadership team. The best way to do this is to contact the school office to arrange a mutually convenient time for a telephone call or meeting.
- If you do not feel after your meeting that the matter has been resolved or if you have a complaint about the school, it's staff or students, make an arrangement to meet with the Catholic Education Office Senior School's Consultant. Have a written statement ready to give to the consultant.
- Try to stay calm when discussing your concern. Even if you don't feel it, being calm will help you get your concerns across more clearly than if you are upset or angry. It may help to take someone with you.
- Remember, the staff at Larmenier are committed to resolving any issues that community members might have.
- If the matter still has not been resolved, notify the Director of Catholic Education stating your concerns in writing. If no resolution has been achieved, the Director will arbitrate after thorough examination of the grievance and related issues.
- If matters still remain unresolved, as a last resort parties might seek conciliation and/or legal process.

Note: The School registration Board or the Secretary of the Department of Education **do not** deal with complaints within the Catholic Education system.

**FLOW CHART FOR MAKING COMPLAINTS –  
COMMUNITY MEMBERS**



## **MAKING A COMPLAINT;**

### **INFORMATION FOR STUDENTS**

At Larmenier School, we believe that it is important that everyone feels happy and safe at our school so that the best learning can take place. We believe that everyone, staff and students, need to work closely together to provide the best educational opportunities for you. If you have a problem, a concern or a complaint, we encourage you to speak to someone about it and we have provided some steps that you might work through to help you do this.

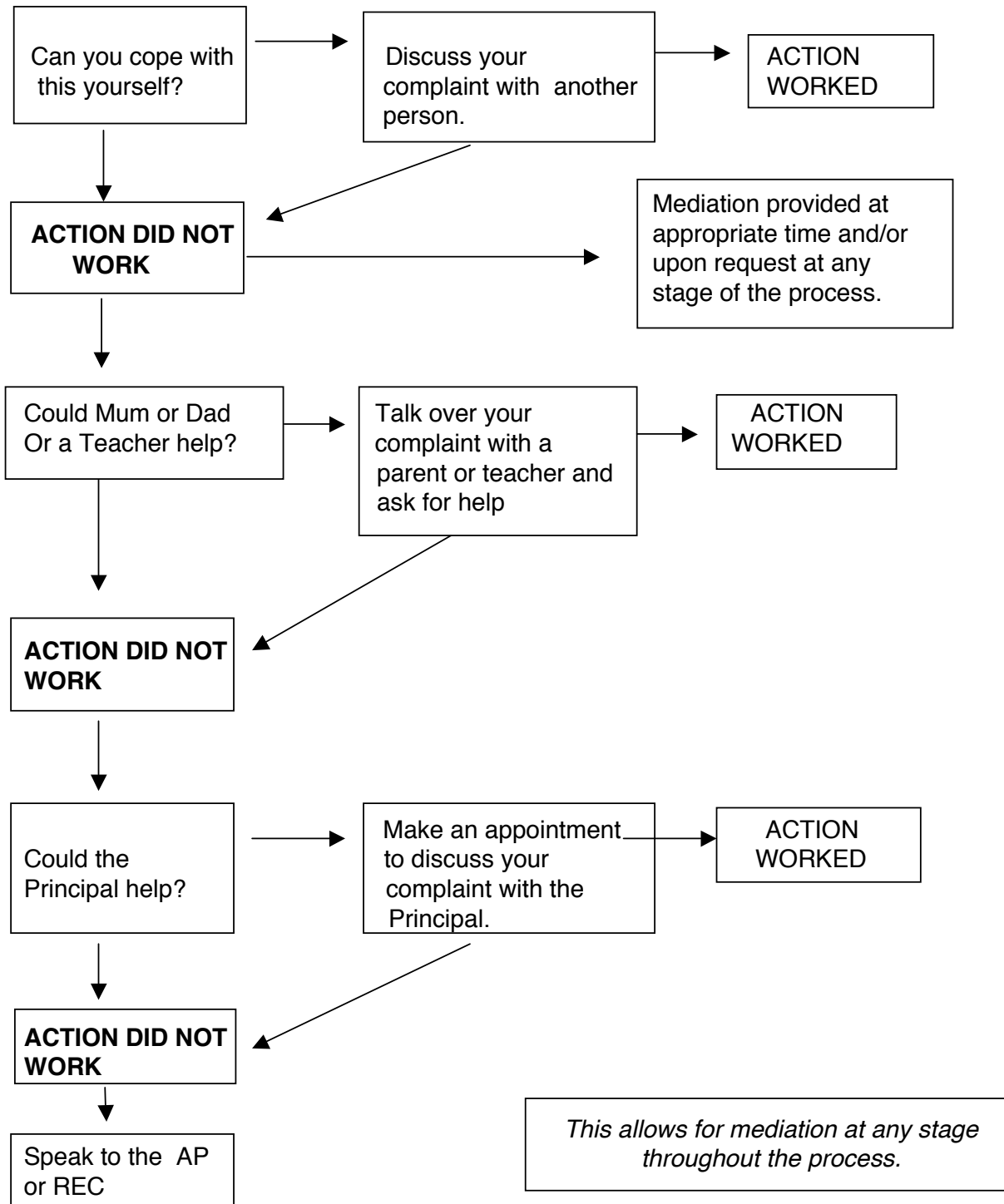
#### **What to do if you have a problem:**

- Try to identify the problem that is upsetting you. If there is more than one problem, list them so that you are clear about what you feel or need.
- If you feel you can talk to the person you are having the problem with and if their behaviour is upsetting you, tell them to stop.
- Can you talk to someone else?
- If you do not feel that you could do this or if your talk with the person does not solve your problem, talk to a teacher or a parent about your concerns and ask them to help you deal with it. Your teacher will often be able to give you good ideas on how to cope with it and will help you.

You should explain:

- Who was involved
  - What happened
  - What you did
  - What you believe was unfair and unjust
- 
- Try to stay calm when discussing your problem or concern. Even if you don't feel it, being calm will help you get your concerns across more clearly than if you are upset or angry. It may help to take someone with you.
  - Work with the teacher or a parent to decide what should be done to help you.
  - If you still do not feel that the matter has been solved, make an appointment to talk to the Principal.
  - Talk to your parents.
  - If unresolved go to the Assistant Principal or Religious Education Co-ordinator.
  - If matters still remain unresolved, as a last resort parties might seek conciliation and/or legal process.

## FLOW CHART FOR MAKING COMPLAINTS – STUDENTS



## **GRIEVANCE PROCEDURES:**

### **INFORMATION FOR STAFF**

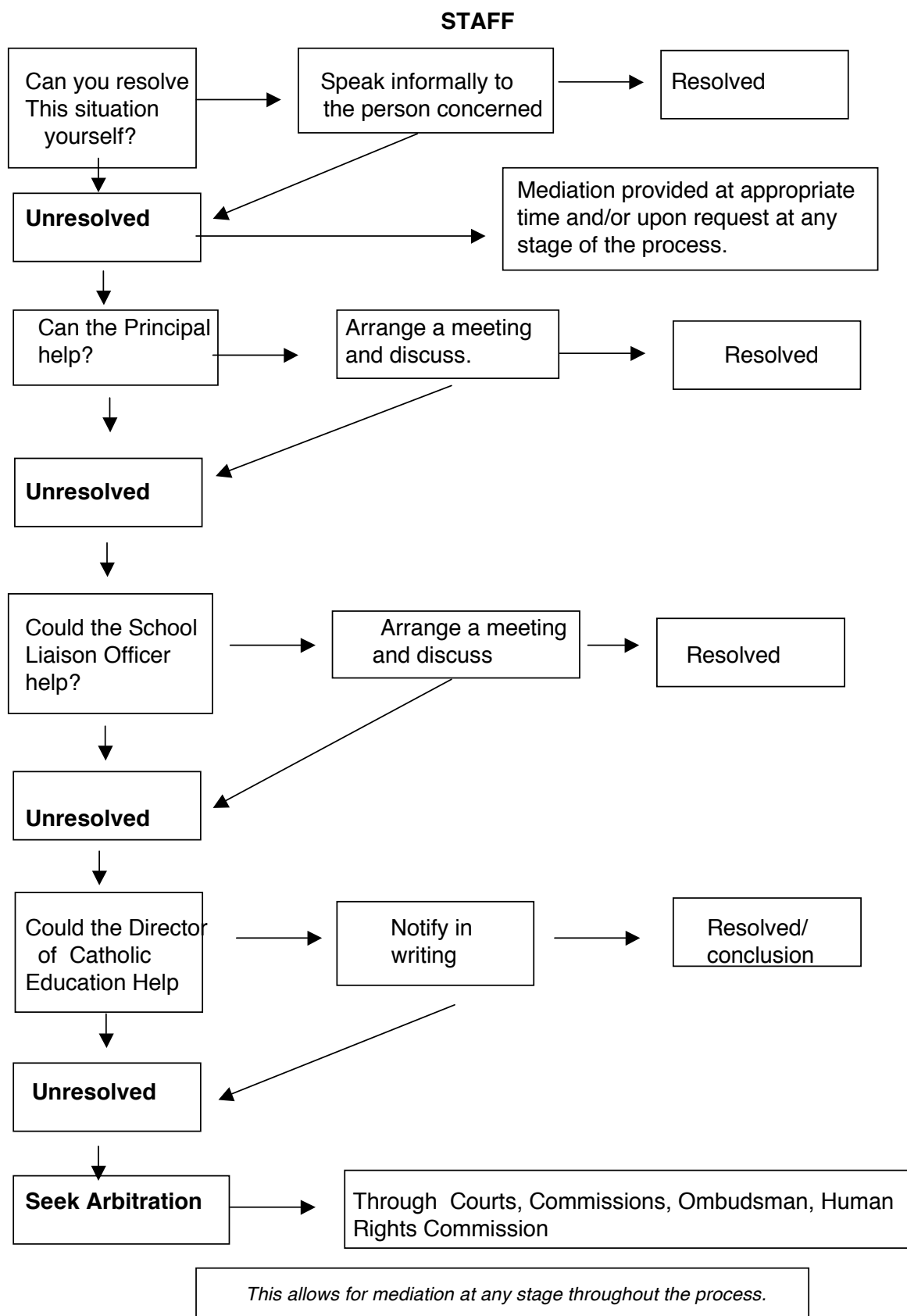
At Larmenier School, we believe that the relationship between colleagues is a very important part of ensuring that children are happy, secure and open to learning. We recognise that all staff need to work closely together to provide the best educational opportunities for the students in our care. If you have any concerns or complaints regarding any other member of the school community, we strongly encourage you to work together to resolve these as promptly and effectively as we can.

#### **What to do if you have a problem:**

- Try to identify the problem clearly before taking any action. If there is more than one problem, list them to ensure that the extent of the problem is clear to the school.
- Decide whether the problem is a concern, enquiry or complaint. This will help in finding a solution.
- In the interests of resolving matters quickly and effectively, you are encouraged to informally discuss your concern/complaint with the person concerned.
- If informal strategies do not resolve the issue, make your complaint formally and in writing to the Principal. Where the Principal advises, mediation can be arranged between the parties concerned on their mutual agreement.
- If you still do not feel that the matter has been resolved, or if your complaint is serious or involves the Principal, telephone or send your complaint in writing to the School Liaison Officer for Larmenier who will then contact you and make arrangements for you to discuss your grievance.
- If the matter has still not been resolved, notify the Director of Catholic Education stating your concerns in writing. If no resolution has been achieved, the Director will arbitrate after thorough examination of the grievance and related issues.
- If matters still remain unresolved, as a last resort parties might seek conciliation and/or legal process.

Note: The School Registration Board or the Secretary of the Department of Education **do not** deal with complaints within the Catholic Education system.

## FLOW CHART FOR MAKING COMPLAINTS



## COMPLAINTS FORM

Please complete this form and return to the Principal. A letter of acknowledgement will be sent to you and will inform you of the next step in the complaints process.

### Your Details:

First Name:	Surname:
Relationship with the school (eg. Parent, staff, student, neighbour etc.)	
Your address:	Phone (work)
	Phone (Home);
	Mobile:
	Email:

### Details of your complaint:

(Please include all the information you can eg; witnesses, dates, events etc. If you need, you can add extra pages or attach any documentation that you believe is relevant)

The action(s) you have already taken to resolve the problem (eg; who you have spoken to, what you said and what was done etc).

What action do you believe is needed to now resolve the problem?

Your signature:..... Date: .....

---

For school use only:

Data form received ..... Received by: .....

Date acknowledgement sent: .....

Acknowledgement sent by: .....

Complaint referred to: .....

Date: .....

Other notes:



### Supporting documents

- TCEC Grievance Policy
- TCEC Taking Care
- Workplace Health and Safety Management System
  - Section 3 (child protection) Taking Care Policy
  - Section 7 – Grievance Policy

Ratified: 10 August 2004

Reviewed: 4 August 2008

Revised: 4 August 2008

Revised: 16<sup>th</sup> August 2011  
Ratified: 16<sup>th</sup> July, 2012

Revised: 14<sup>th</sup> May, 2013

# **INFECTIOUS DISEASES**

The most common infectious diseases of childhood encountered, and a guide to exclusion periods from school are as follows:-

**CHICKEN POX** - excluded for 7 days after first spots appear. Contacts are not excluded.

**CONJUNCTIVITIS** - excluded until discharge from eyes has ceased. Contacts not excluded but regularly inspected.

**DIARRHOEA** - excluded until 24 hours after the last episode.

**DIPHTHERIA** - excluded until medical certificate of recovery issued after at least 2 negative throat swabs.

**GLANDULAR FEVER** - At home until feeling well. Exclusion not necessary.

**GASTROENTERITIS** – 48hr exclusion period after last episode of vomiting or diarrhoea.

**HAEMOPHILUS INFLUENZA TYPE B (HIB)** - At home until a medical certificate of recovery is received.

**HAND, FOOT AND MOUTH** - At home until feeling well. See below for more details.

**HEPATITIS A** - School must be notified. Exclude until medical certificate of recovery.

**HEPATITIS B** - exclude until medical certificate of recovery.

**HEPATITIS C** - exclude until medical certificate of recovery.

**HERPES SIMPLEX (COLD SORES)** - exclude until recovered. Sores must be covered.

**HIV** - exclusion not necessary unless a secondary infection requires exclusion in its own right.

**INFECTIOUS HEPATITIS** - re-admitted on receipt of medical certificate. Contacts are not excluded. Gamma Globulin is usually administered to contacts in the immediate family by the family doctor.

**IMPETIGO (SEPTIC SORES)** - excluded only if sores are on exposed surfaces such as scalp, face, hands and legs. Allowed to attend if such sores are receiving medical attention or are properly covered with clean dressing. Contacts not excluded but regularly inspected.

**INFLUENZA** - School must be notified. At home until feeling well.

**LEPROSY** - exclude until health authority authorises return.

**MEASLES** - School must be notified. Excluded for 7 days from appearance of the rash or until receipt of a medical certificate of recovery. Contacts are not excluded.

**MENINGITIS (BACTERIAL)** - exclude until well.

**MENINGOCOCCAL INFECTION** - exclude until well.

**MUMPS** - excluded for 2 weeks from the onset of swelling. Contacts are not excluded.

**PEDICULOSIS (LICE IN HAIR)** - excluded until hair is completely cleaned - neither nits or lice being present. Contacts not excluded but regularly inspected

**POLIOMYELITIS** - exclude for at least 14 days from onset and re-admit on medical certificate of recovery.

**RINGWORM** - allowed to return to school after 7 days of treatment, provided that lesion is cured or definitely improving. If not completely cured, the affected areas must be covered. Contacts not excluded but regularly inspected.

**RUBELLA (GERMAN MEASLES)** - excluded for 10 days from the appearance of the rash or until receipt of a medical certificate of recovery. Contacts are not excluded.

**SCABIES** - excluded until all evidence of the disease has disappeared or a medical certificate states that treatment has been successful. Contacts are not excluded but regularly inspected. See below for more details.

**SLAPPED CHEEK SYNDROME (FIFTH DISEASE)** - Need not be excluded from school because the most infectious period is before the rash appears and the diagnosis is made.

**STREPTOCOCCAL INFECTION (INCLUDING SCARLET FEVER)** - exclude for 24 hours after antibiotic treatment and the student feels well.

**TRACHOMA** - exclude until day after treatment has started.

**TUBERCULOSIS** - exclude until production of medical certificate.

**TYPHOID AND PARATYPHOID FEVER** - exclude until production of medical certificate.

**WHOOPING COUGH** - School must be notified. Exclude for 7 days after starting antibiotic treatment. Unimmunised family members under 7 years may also be excluded from school until they have received a course of antibiotics.

For Gastro-enteritis, Hand, Foot and Mouth Disease, Herpes Simplex (Cold Sores) and Influenza exclude until recovered.

## **PROCEDURE FOR HEAD LICE TREATMENT**

We recommend that all parents regularly inspect their child's hair and scalp for head lice. We suggest you look for the following symptoms or signs, which would indicate the presence of head lice:

General: Child scratching his/ her head excessively.

On the pillow: Fine black powder or paler coloured material.

In the hair: "Nits", the lice eggs, seen as cream to coffee coloured, tear shaped eggs wrapped around the hair strand near the scalp.

The lice themselves: Small to greyish parasites about as big as a pin head.

If you notice any of the above signs or need further advice please contact your local pharmacist. Treatment is easy and readily available from the pharmacy.

Please notify the school, so that we may alert other parents of the child's class to do a thorough check of their child hair to prevent further spreading.

Treat only if there is evidence of head lice.

Under Department of Education and Department of Health and Human Services policy, your child is required to remain away from school until after use of a recommended treatment and an attempt to remove all of the eggs (nits).

Further information can be obtained from the school office or by telephoning a Family and Child Health Nurse on 6336 2130.

We ask for your vigilance in checking your child's hair to enable the prevention of the further spread of head lice in our school community.

## **PROCEDURES FOR HAND, FOOT AND MOUTH DISEASE**

This is viral illness with blisters often seen in the mouth and on the hands and feet. It is not a serious illness and has nothing to do with the animal disease known as Foot and Mouth.

The child may have low fever, may be listless, off colour and off his/her food for a few days before the ulcers/blisters appear.

Spreading of the illness takes place through contact with the fluid in the blisters. This is most likely to occur when it becomes airborne during coughing, talking etc. and through contact with faeces.

**Infectious Period** - as long as there is fluid in the blisters. The faeces can remain infectious for several weeks.

**Responsibility of Parents** - report the illness to the Principal/teacher.

**Control of Spread** - exclude children until well and all the blisters have dried. The faeces may still be infectious but this is no reason for continued exclusion. Good hand washing techniques and cleaning procedures need to be followed.

**Treatment** - usually none is required. Use of Paracetamol for the fever and any discomfort may be indicated. Avoid using aspirin. The disease itself is not serious, but if the child complains of severe headache and if the fever persists and the child is not getting well, the parents should consult their doctor immediately.

## **PROCEDURES FOR SCABIES**

Scabies is a skin infection causing a rash and extreme irritation. It is caused by a tiny mite, much smaller than a pin head, which burrows under the human skin where eggs are laid and the mites multiply. The burrowing action of the mites causes almost unbearable itchiness when the patient is hot, particularly at night. The patient scratches until the skin is broken and sores may develop due to secondary infection.

Because the 'itch' mites prefer warm parts of the body, the rash is found mainly on the trunk, armpits, groin, around the genitals and on the wrists and hands. The head and neck are rarely affected.

Anyone can catch scabies. Even the cleanest person runs the risk if in close contact with someone who has the complaint. It spreads quickly from one person to another, particularly in bed. It may also be transmitted by clothes, bed linen and soft furnishings.

It may take 2-4 weeks from the first infection for the itch to become really severe and during that time the mites may spread to others in the family or in the same class at school.

Once it has been correctly diagnosed, scabies can be effectively treated by the application of various creams or lotions containing certain ingredients which kill the mites.

It is essential that all other persons in the household – adults and children – are treated at the same time as the patient, even if they have no symptoms.

**Treatment** - a cool (not hot) shower or bath may be taken before the cream or lotion is applied, but this is not essential.

Apply the recommended cream or lotion to every part of the body from the chin down to the soles of the feet. Even the areas that are not itchy should be treated. Allow to dry, then put on clean clothing or night attire.

On the next day, a bath or shower is taken, and a change made to fresh clothing and bed clothes. Bed linen should be changed on this day.

**Clothing and Bed Linen** - these need to be washed after the treatment. Normal laundering and ironing is usually sufficient.

**Return to School** - a child may go back to school the day after treatment has been given, provided these instructions have been followed.

Sometimes the tingling or itching persists for a week or so but this may not mean that infection is still present. Avoid repeated treatments with these lotions because if over-used they sometimes can be toxic to the skin and cause skin problems.

If scabies is diagnosed, notify the Principal and school nurse for the protection of other children and their families.

