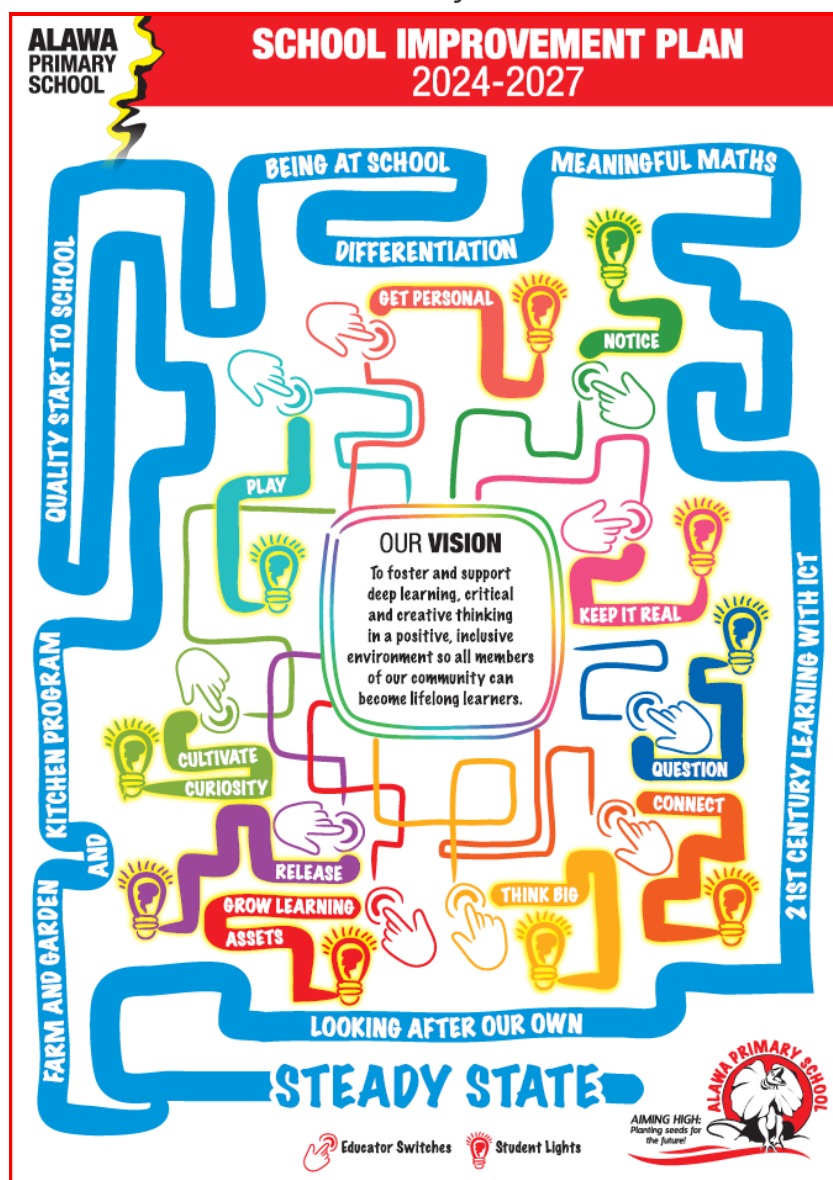


ALAWA PRIMARY SCHOOL

Parent Handbook 2026

"The School of Choice!"



Get in touch

Address: 27 Pett Street, Alawa NT 0810

Phone: (08) 8997 7666

Email: alawa.school@education.nt.gov.au

Facebook: Alawa Primary School

Website: <http://www.alawaprimary.nt.edu.au>

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Welcome

Alawa Primary School welcomes you to our school community. The aim of this booklet is to briefly inform families about the activities and procedures at our school. Please do not hesitate to contact our school, if you require further information or would like to make a suggestion for improvement. More details about our core programmes are available on the website.

Alawa School Philosophy

At Alawa Primary School, we believe in educating the **whole child**. Our aim is to provide excellence in education by encouraging every student to reach their full potential in a supportive and positive learning environment.

We value and celebrate the diverse backgrounds of our school community and work to ensure that every child feels included and respected. Alongside academic growth, we foster:

- A caring outlook and empathy for others
- A healthy self-image and confidence
- Strong communication and collaboration skills

These foundations enable students to participate fully in society — where literacy, numeracy, life skills and the ability to adapt to change are essential.

Aiming High: Planting Seeds for the Future!

The school opened at the beginning of the school year in 1970 and has played a strong and important role in Northern Territory history.



Staff List For 2026

Principal

Damien O'Brien

Assistant Principal

Jed Henderson

Senior Teacher Primary

Haylee McNeil

Senior Teacher Early Years

Janelle Thorne / Simone Pedder

Early Childhood

Transition

Fiona Henry

Year 1

Sofia Izquierdo

Year 1/2

Janelle Thorne & Simone Pedder

Year 2

Kate Dufall

Primary

Year 3/4

Joanne Baines

Year 3/4

Tayla Pollard

Year 4/5

Ed Horigan

Year 4/5

Sarah Scales

Year 5/6

Haylee McNeil

Year 5/6

PE Teacher

Alexi Milne

Arts Teacher

Emma Churchman

Special Education Teacher

Kim Samuels

Special Education Assistant

Jamelia Sariago

Farm Teacher & Health

Bronwyn Cleary

Kitchen Teacher & Health

Amy Troy

Preschool Teacher in Charge

Maia Mamerow

Preschool/Transition Assistants

Kelly Crawford & Flordeliza Hodgson

Kitchen Assistant

Chantel Lehmann

Farm Manager

Business Manager

Mel Garnham

Administration Officers

Tammy Zairis, Maria Frazis

Library & ICT

Maintenance Officer

Defence School Mentor

Classroom Support

Sacha Evans

Sam Standfield

Claire Kiely

Gina Ryan

Tiana Robinson

Jacqui Dobson

Adelaide Fryar

Ella Goodbody

Jayne Ireland

Playgroup [Semester 2]

Aleesha Rutledge

School Operations

School Times

7:30am – 8:00am	Before school supervision in the Hub [By prior arrangement only – for a small charge]
8am to 8:30am	Staff on duty in the playground, gates open, active games. No child should arrive prior to 8am.
8:30am to 10:30 am	Morning Session
10:30am to 10:55am	Recess
10:55am	Muster
11:00am to 1:00pm	Middle Session
1:00pm to 1:10pm	Supervised lunch eating time
1:10 pm to 1:40pm	Lunch break
1:40pm	Muster [Plus House points & birthday celebrations on Fridays]
1:45 pm to 2:50pm	Afternoon Session

School Dates For 2026

Term	Start	Finish
Term 1	Teachers - Tuesday 27 January Students - Thursday 29 January	Thursday 2 April
Term 2	Teachers - Monday 13 April Students - Tuesday 14 April	Friday 19 June
Term 3	Teachers - Monday 13 July Students - Tuesday 14 July	Friday 18 September
Term 4	Teachers - Monday 5 October Students - Tuesday 6 October	Students - Thursday 10 December Teachers - Friday 11 December

Professional Learning Days [Pupil-Free Days]

Across the year, staff participate in NTG-mandated professional learning. On these days students do not attend school. Dates are advised via Xuno, the website, and the newsletter early each term so families can plan ahead.

Family holidays / absences during school time: We request that any families who are considering holidays or being away during school time discuss this as early as possible [at least a week notice] with the Principal or Assistant Principal so a program of work can be negotiated [for a limited period of time not extended]. If this does not happen according to departmental guidelines the absences are recorded as unacceptable in the student administration system.

Everyday counts! A day here or there doesn't seem like much but...

When you miss just...	That equals...	Which is...	And therefore, from T-12, you'll miss...
1 day each fortnight	20 days per year	4 weeks per year	Nearly 1 ½ years of learning
1 day a week	40 days per year	8 weeks per year	Over 2 ½ years of learning
2 days a week	80 days per year	16 weeks per year	Over 5 years of learning
3 days a week	120 days per year	24 weeks per year	Nearly 8 years of learning

It is imperative that you come to school every day. Acceptable reasons to stay home from school include being sick, suffering from the loss of a loved one, or in extreme cases - a natural disaster. It's not okay to skip school to shop, sleep-in, finish assignments or go on holidays. Missing even one day can impact your learning, as each day's learning builds on what has been learnt before. If you miss just 1 day each fortnight, that equals 20 days per year, which is 4 weeks per year and therefore, from Transition to Year 12, you will miss nearly 1 and a ½ years of learning! That's insane!

So, let's improve our attendance!

0- 69.9%	70- 79.9%	80- 89.9%	90- 94.9%	95- 100%
???	Hmm...	Okay...	FANTASTIC!	SUPERB!

2026 SCHOOL CALENDAR

WEEK	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
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* Timetables are subject to change without notice.

PUBLIC HOLIDAY
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PUBLIC HOLIDAY



Attendance

Attendance Awards

Regular attendance supports learning success. We celebrate strong attendance in newsletters and assemblies, and recognise improvements across the term. Families experiencing barriers to attendance are encouraged to contact us for support.

Student Absences and Lateness

At Alawa, attendance is a school priority in 2026. We promote the importance of attendance and being on time for school as being vitally important for a child's success at school. We celebrate attendance through the school newsletter and at the end of each term across the school.

Parents / carers are expected to notify the school if your child is unwell or absent either by telephoning the office, emailing or via our parent portal. If a child is away 3 or more consecutive days the Education Department request a medical certificate.

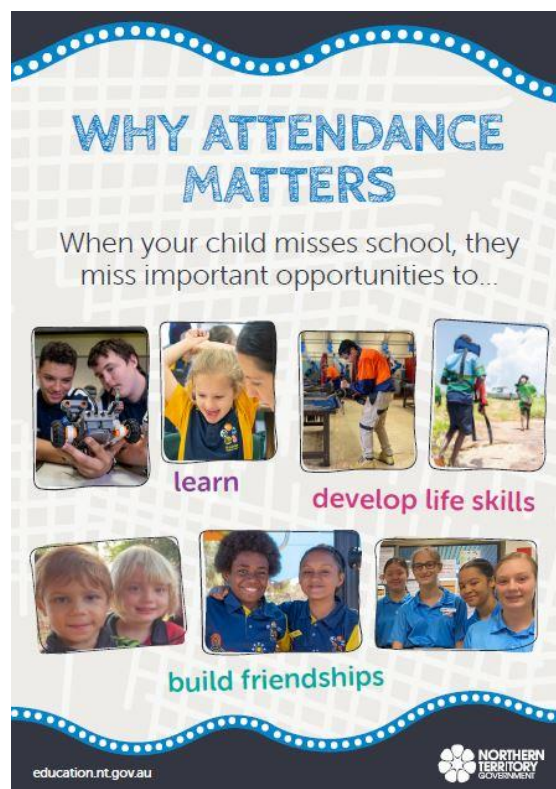
If a student arrives after 8:30am they are classed as being late.

Students must report to the front office to have their arrival time is noted, and they are issued with a late pass. When a student arrives between 8:30am-8:39am their attendance is recorded as present. Arrival from 8:40am onwards, attendance is recorded as a late arrival.

Students attending less than 80% are referred to the Departmental Student Engagement officer for follow up.

Detailed information for parents can be accessed on the Department of Education website:

[Student enrolment and attendance | Department of Education and Training](#)



Age of Entry for School

Children who turn five years **before** 1 July may be enrolled for Transition at Alawa at the commencement of the school year. Proof of date of birth is required on enrolment.

Upon entry in the Early Childhood Section of the school, students will progress through the recommended curriculum as defined by the Education Department Curriculum Guidelines.

Academic Program

Curriculum Overview

At Alawa Primary School, our teaching and learning program is guided by the **Australian Curriculum Version 9**, ensuring students receive a high-quality and consistent education from Transition through to Year 6.

Students engage with all areas of the curriculum, including:



- **English**
- **Mathematics**
- **Humanities and Social Sciences (HASS)** – History, Geography, Civics & Citizenship (Years 3–6), Economics & Business (Years 5–6)
- **Health & Physical Education**
- **Technologies** – Digital Technologies, Design & Technologies
- **Science**
- **The Arts** – including visual arts, music, drama and performance
- **Farm** – hands-on learning in sustainability, animal care and food production
- **Kitchen** – cooking, nutrition and teamwork through the Stephanie Alexander Kitchen Garden Program

Digital Learning & Cyber Safety

Students use digital tools to create, collaborate and learn. All students and families are expected to follow our Acceptable Use expectations: use devices for learning, protect personal information, communicate respectfully, report unsafe content, and follow staff directions. We teach age-appropriate cyber safety and partner with families to promote safe, responsible online behaviour at school and at home.

Inclusive Education and Diversity

Alawa is a proudly inclusive school. We embed Aboriginal and Torres Strait Islander perspectives, value cultural and linguistic diversity (including EALD learners) and provide adjustments for disability to enable access, participation and progress. Our practices align with NT Department of Education inclusion policies and the Disability Standards for Education (2005).

Homework Policy:

The set amount of homework given on a regular basis depends on the year level. Other than reading and sharing the learning from the day at home the choice about whether or not to have additional homework is upon request from the parent / carer. Teachers will ask parents at the start of the year if they wish to have homework provided.

Recommended Time Allocations [If homework is requested]

Early Childhood	Set work should be limited to a maximum of 15 minutes per night, Monday to Thursday. Reading to parents is a major activity at this age.
Middle and Upper Primary	Up to 1 hour per night: Monday to Thursday [upon request from parents/carers]

Reporting Student Progress to Parents

The main purpose of reporting is to define, acknowledge and support student learning. Reporting is the process of communicating information gathered from monitoring student progress and making judgments in order to:

- Work in partnership with families to inform students and their parents/carers about progress at a particular point along a developmental continuum.
- Make decisions about each student's needs and learning processes.
- Guide the planning of future teaching and learning programs.
- Provide meaningful information to teachers and the school principal for evaluating the effectiveness of educational programs and to inform whole-school planning.

How We Report to Parents

In line with Northern Territory Department of Education requirements, we report to parents **four times each year**:

- **Term 1** – *Student Led Conferences*
- **Term 2** – *Written Report*
- **Term 3** – *Student Led Conferences*
- **Term 4** – *Written Report*

Student Led Conferences

Student Led Conferences are three-way meetings between the student, their parent/s or carer/s, and the teacher. In these sessions, the student is centre stage, sharing their own reflections on learning, samples of work, and achievement data. This approach empowers students to take ownership of their progress and learning goals. Parents and carers receive electronic copies of reports via the Xuno Parent Portal at the end of Terms 2 and 4.

If at any time parents/carers wish to discuss their child's learning or raise queries or concerns, they are welcome to organise a parent/teacher interview by contacting the office or emailing the teacher to arrange a suitable time.

Other Communication Between School and Home

- Formal and informal discussions
- Information sessions
- Newsletters
- Assemblies
- Special events and displays (e.g. Education Week)
- School Council reports
- Alawa Primary Facebook page and group
- **Classroom communication tool:** Preschool–Year 6 use the Xuno Parent Portal

Our Approach to Parent–School Communication

We encourage discussions about students and school needs to:

- Take place regularly.
- Be private and positive communication between student, parent and teacher.
- Identify both the strengths and needs of the student.
- Include recommendations for future learning.
- Use constructive, clear, and specific language.

Extra Programs

Excursions

These are organised by class teachers and leadership to enhance the school’s curriculum. Permission forms, detailing information and requirements of the excursion, are sent home for each individual excursion. Some excursions may incur a fee which is payable prior to the excursion occurring. The non-return of permission slips and payment (where applicable) will result in your child being excluded from the excursion. Parental involvement, is always, most welcome.

Instrument Tuition

Musical instrument tuition is offered during school hours to students from Years 4 to 6 by Education Department Music Instructors. Tuition is available for a range of instruments such as Woodwind, Brass, Percussion, Guitar and Drums. Children are withdrawn from class for a weekly lesson of approximately 30 minutes. Information will be made available early in the school year. You can also register on line at

<https://www.ntms.net.au/enrolment-forms>

Student Wellbeing and Behaviour

Child Safety & Mandatory Reporting

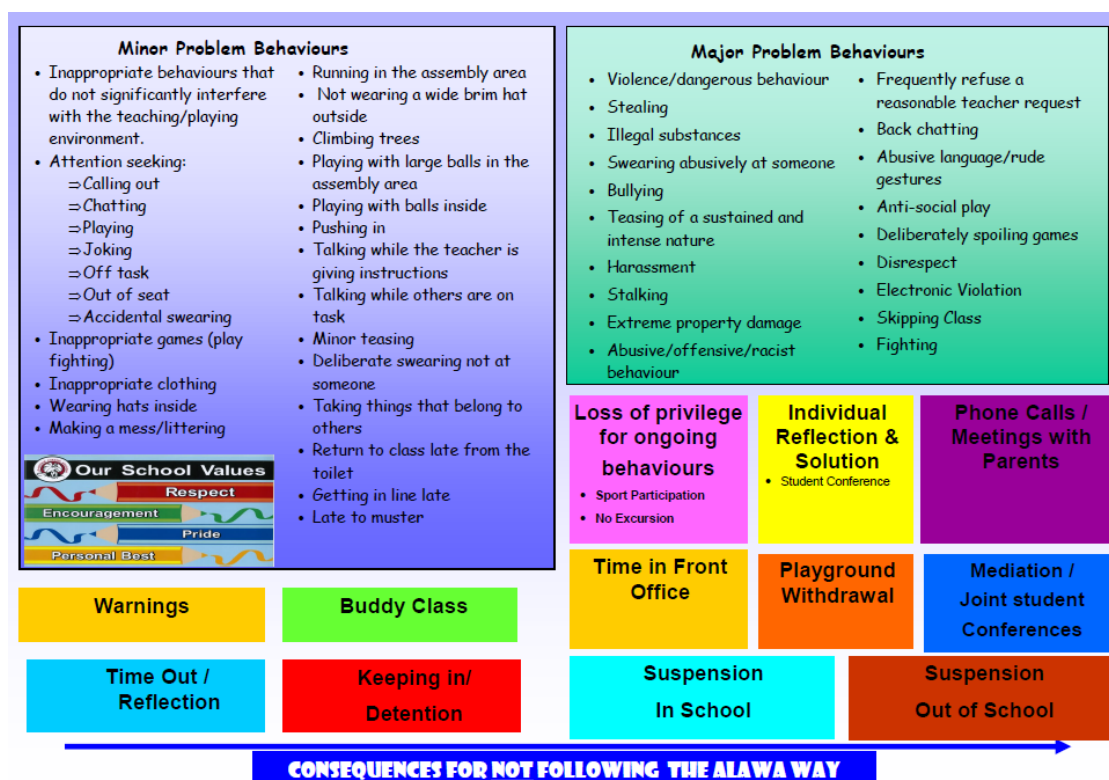
All staff are mandatory reporters under the Care and Protection of Children Act (NT). We are committed to a child-safe culture where students are safe and feel safe. Concerns about child safety can be raised with the Principal or Assistant Principal and will be managed in line with NTG policy and legislation.

Wellbeing & Behaviour Management Policy

We are committed to creating and maintaining a safe, supportive and child-friendly environment where every student feels respected and valued. Our Wellbeing and Behaviour Policy guides how we protect and support student wellbeing, promote positive behaviours, and ensure consistent expectations across the school.

We believe children, staff and parents all share rights and responsibilities. Children have the right to feel safe, be treated fairly and learn without disruption, and the responsibility to follow rules, respect others and do their best. Staff have the right to teach effectively and be respected, and the responsibility to provide positive learning environments and model respectful behaviour. Parents have the right to be partners in their child's education and the responsibility to support school expectations and maintain open communication. Together, this partnership builds a positive school culture that fosters wellbeing, engagement and success for all.

You can find all our policies on our website. [Alawa Primary School | Quality Education & Community](https://www.alawaprimarieschool.edu.au/Quality-Education-&-Community)



Bullying

Bullying is an ongoing and deliberate misuse of power in relationships through repeated verbal, physical, or social behaviours that are intended to cause physical, social, or psychological harm.

Bullying has three key features:

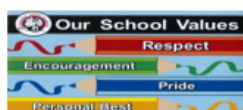
1. It involves a misuse of power in a relationship.
2. It is ongoing and repeated.
3. It involves behaviours that can cause harm.

Alawa Primary School takes all reports of bullying very seriously. We are a restorative practices school and are committed to supporting students to build respectful relationships and repair harm when it occurs.

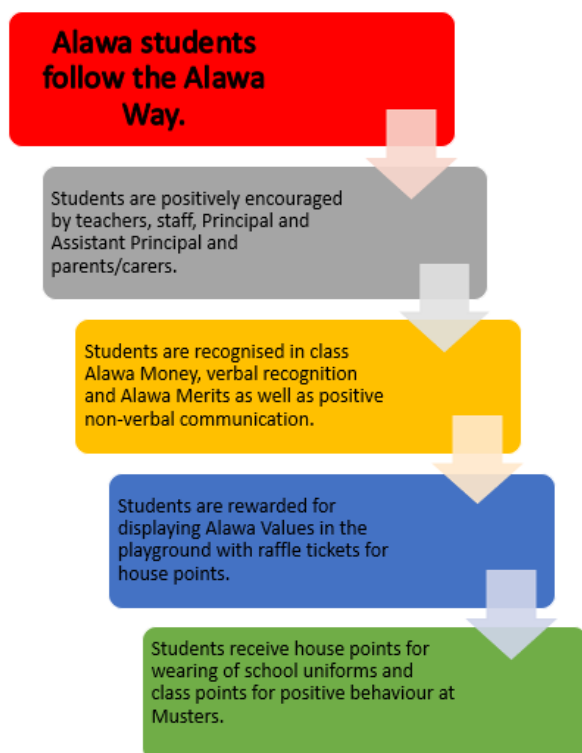
- If you or your child have concerns about bullying, please speak with the class teacher in the first instance. Further information is available in our **Wellbeing and Behaviour Policy**.



RECOGNISING POSITIVE BEHAVIOUR



Following the Alawa Way



Classroom Expectations

Acceptable behaviour in the classroom is an expectation and negotiated between the classroom teacher and students at the commencement of each year. The classroom expectations are clearly displayed in the classroom as well as the negotiated consequences for both appropriate and inappropriate behaviour. All teachers conduct discussions with their classes on a regular basis to remind and reinforce these rules. The Principal and Assistant Principal spend time in each classroom at the start of each term discussing expectations and seeking feedback from students. [PEP talks]

Safety Expectations

To ensure safety, some areas are out of bounds, including the car park, skip bin area, caretaker's shed, and the front shade house and gardens.

Students may only use the bike sheds when collecting or parking their own bike.

Code of Conduct

The Code of Conduct has been developed to ensure that the expectations of all people attending Alawa Primary School are consistent with other codes of conduct within Northern Territory Government Schools.

Its purpose is to:

- Promote a culture of partnership and inclusivity.
- Support children's academic learning, social and emotional development and overall wellbeing.
- Strengthen collaboration between families, community members and the school.

At Alawa Primary School, parents, visitors, volunteers and service providers are valued and respected members of our community.

You can expect to:

- Be welcomed into an inclusive and supportive environment as partners in learning.
- Receive professional, regular and culturally responsive communication.
- Work in partnership with staff to promote student learning and wellbeing.
- Be actively involved in two-way conversations and decision-making about your child's education or your role in the school.
- Experience a school culture where your individual expertise is acknowledged and respected.

Unacceptable and Offensive Behaviour



At Alawa Primary School, we do not tolerate behaviour that is unsafe, offensive or disrespectful. This includes harassment, discrimination, intimidation, misuse of social media, sharing private information, or any actions that endanger the health, safety or wellbeing of others. Attending school activities under the influence of alcohol or drugs is also strictly prohibited.

If unacceptable behaviour occurs, appropriate action will be taken. Consequences may include being asked to leave the premises, restricted access to the school, or referral to the Northern Territory Police where necessary.

Student Support Services

Student Services – Wrap Around Service

It is recognised that in order to meet student's needs, further professional assistance may be required. These students can be referred by the parents or a teacher. In both cases the Special Education Teacher must be first consulted and is responsible for the forms being submitted to Student Services. DET provides assistance from a Guidance Officer, Speech Pathologist, Occupational Therapist or Special Education Advisory Teacher and the school's Special Education Advisory team can provide direct assistance to families.

Students have access to the Wellbeing Room and Engine Room which aim to support students with resources to develop their emotional regulation and wellbeing.

Defence School Mentor

Alawa Primary School supports the full spectrum of our unique student cohort, including families connected to the Defence Force. We recognise the Defence Force as an important part of both the Darwin and Alawa communities and value our Defence families by offering extra support through the Defence School Mentor (DSM) program.

The DSM helps Defence students and families settle into the school community, assists with smooth transitions between schools and education systems, and provides positive role modelling and support. They raise awareness of the unique needs of Defence families, develop and deliver programs and activities, and connect families with additional resources as required. When enrolling, please let the school know if you are a Defence family and advise of any special requirements for your child/ren. This ensures the DSM can make contact and support your child/ren's transition into our school.

Student Voice/Leadership

At Alawa Primary School we are committed to ensuring students have a voice – an opportunity to inform and influence all that goes on at our school. We are also committed to providing a range of opportunities for students to develop and display leadership skills.

The following is information along with specific details regarding the application process that is circulated to students and is displayed in classrooms for their reference.



School Life

What to bring to school:

Students should come to school each day prepared for learning with the following:

- A school bag large enough to fit books, lunch box and hat.
- Recess, a healthy morning snack and lunch in a labelled lunch box.
- A clearly labelled water bottle.
- School hat – *No Hat, No Play* applies to all outdoor activities.
- Library bag (for students in Early Years).

All personal items, including hats, jumpers and bags, should be clearly labelled with the student's name. Students are encouraged to leave valuable possessions at home, as the school cannot take responsibility for lost or damaged items.

House System

On enrolment, students and staff are allocated [in families] to one of three sports houses – Finnis [blue/Kingfisher], Goyder [yellow/Dingo], Manton [green/Crocodile].

Students & staff are encouraged to purchase a school house shirt and these are able to be worn to school on Fridays each week. Shirts are also available for purchase by Parents who wish to wear them and earn points for their house on Fridays. At Friday lunch muster, students sit in house teams and points are allocated for those in correct uniform. At the end of each term we hold a 'bonus' house point day where students are encouraged to wear extra items in their house colour to earn bonus points for their house.

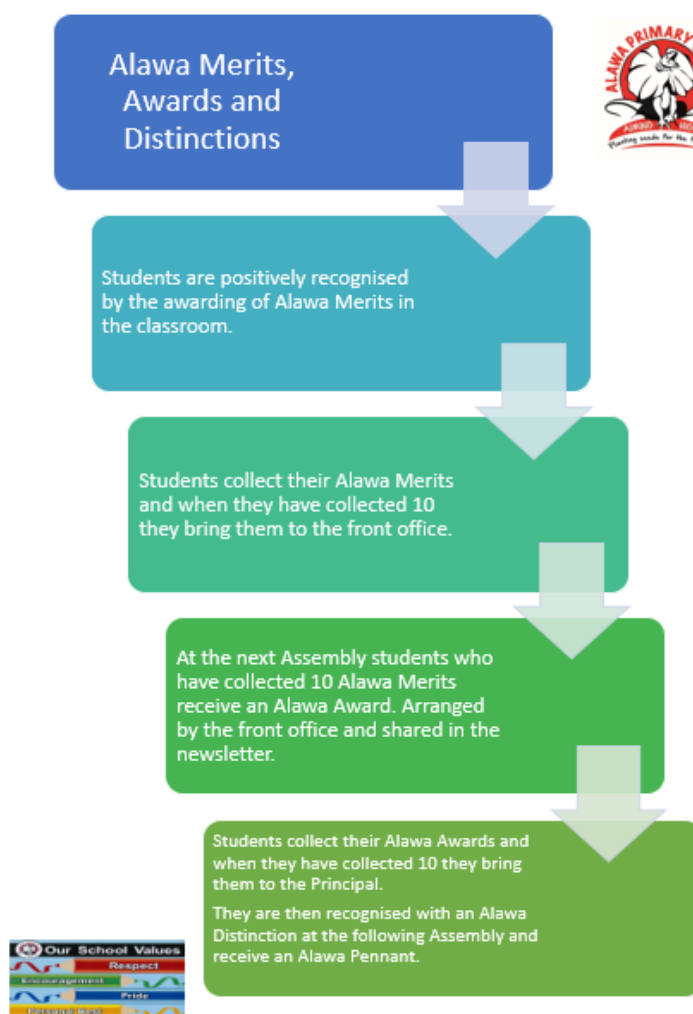
House Points are also earned by students who are awarded raffle tickets in the playground for following the Alawa Way. Families have the opportunity to contribute towards House points by volunteering. Each time someone volunteers they earn 100 House points towards their students House.

Assemblies

Assemblies are an important part of school life, providing students and families with the opportunity to come together, celebrate achievements, and stay informed about what's happening at school. Parents and carers are warmly invited to attend. Whole-school assemblies are held fortnightly on Friday mornings at 8:40am, where awards are presented and student learning is showcased.

Awards:

Merit Awards are presented by class teachers to recognise and encourage students' efforts, achievements, and positive behaviour. These awards celebrate both academic progress and contributions to our school values and community. Students who receive Merit Awards are acknowledged at assembly, and the awards are displayed in the classroom to share their success with peers.



School Uniforms/Dress Expectations

Students are expected to wear the Alawa Primary School uniform at all times. The uniform includes a red shirt with the school logo, black shorts, skorts or skirt (no patterns or logos), or a cotton dress. House shirts may be worn on Fridays. School uniforms and hats are available from the front office. Jewellery, makeup, nail polish and leggings are not permitted (except for small stud or sleeper earrings). Hair longer than shoulder length must be tied back, with no colouring, beads or extensions.

Closed-in shoes or roman sandals are required for safety. Thongs, Crocs, masseurs and bare feet are not allowed; students wearing inappropriate footwear may have restricted play or activity options.

Alawa Primary follows a strict SunSafe policy: bucket hats are mandatory for all outdoor activities (*No Hat, No Play*). Sunscreen use is encouraged, and teachers model sun-safe practices.

Money at School

Students should only bring money to school when necessary. Payments for contributions, excursions or events should be placed in a sealed envelope and handed to the front office, or paid via direct deposit. Money should not be left in bags or desks—students can give it to their class teacher for safekeeping.

At times, students may need small amounts of money for special events, such as Year 6 fundraising (e.g. icy poles for \$1) or Mother's Day and Father's Day stalls. All other money should be kept at home.

Personal Effects and Lost property

All personal items (hats, jumpers, towels, bags, etc.) should be clearly labelled with the student's name. Lost items are placed in the lost property box near the front office and any unclaimed items at the end of each semester are donated to charity.

Students are discouraged from bringing valuable possessions to school, as the school cannot take responsibility for lost or damaged items.

Health and Safety

Emergency Contact Details

Parents are asked to advise the school IMMEDIATELY if there is a change of address, telephone number or workplace. Emergency contacts are required in the case of illness or accidents. Updated forms will be provided at the start of each year for validation.

Sick Students

If a child is unwell the night before or in the morning, they should be kept at home. Parents/carers must notify the front office by phone or email, and provide a medical certificate for absences of three or more consecutive days.

If a student becomes unwell at school, they will be taken to the front office where a first aid officer will assess the situation. Parents will be contacted if the child needs to go home. In the case of serious accidents, the school has an ambulance policy with St John Ambulance.

Food Allergy Awareness

Alawa Primary School is committed to providing a safe and supportive environment for students with food allergies, which can be life threatening. We work with families, students and health

professionals to minimise risks while ensuring children are included in school activities. Staff are trained to recognise and respond to allergic reactions.

Families are asked to notify the school of any allergies, provide up-to-date medical documentation and emergency contacts, and supply clearly labelled medications (e.g. EpiPen/Anapen). Parents should also work with the school to develop a Health Care Plan and support their child in learning self-management skills.

You can find all our policies on our website.

Medication and Health Records

Parents and carers are responsible for providing the school with up-to-date information about their child's health conditions and any medications required. If a child needs medication during school hours, it must be supplied to the front office in its original packaging with clear instructions. Staff will administer medication as directed and record details of each dose.

To ensure appropriate care, families must keep health records current and notify the school of any changes to medical needs or treatment plans.

Nude Food

We encourage families to embrace the 'Nude Food' policy. What is Nude Food? Nude Food is simply food that is not wrapped in foil, plastic or commercial packaging. The best type of nude food consists mainly of fresh food, so that it is healthy and nutritious PLUS environmentally friendly eg fresh fruit, vegetable sticks and dip or home baked slices. Promoting Nude Food empowers students to make conscious choices about what they eat and encourages them to consider their impact on the environment and their own health.

Infectious Diseases

Current guidelines set by the Public Health Committee has recommended minimum periods of exclusion from school and preschool of infectious diseases, cases as listed at the back of this handbook. The only exception to this rule is that children with certain skin diseases may return once appropriate treatment has commenced.

Cyclone Procedures

Cyclone season in Darwin falls in Terms 1 and 4. If a cyclone warning is issued, the Department of Education may close schools, with updates announced on radio and TV. Parents are expected to monitor these announcements and collect their children promptly when advised.

Students remain in their classrooms until collected by a parent or authorised adult, with all departures recorded by the teacher. Children not collected in time will be supervised in the administration area or, if an evacuation is required, taken to Casuarina Senior College Shelter for collection. For safety, students will not be permitted to leave the school grounds on their own until the official "all clear" is given.

Headlice

Head lice are a common issue in schools and, while not a health risk, can cause discomfort and itching. Detection and treatment are the responsibility of families. Lice are spread mainly through close contact or sharing hats, and anyone can be affected regardless of cleanliness or background.

Treatment products are available from pharmacies. Hair should be treated as directed, then combed thoroughly with a fine-tooth comb to remove eggs (nits). The process should be repeated after 7–10 days, and all family members should be treated at the same time to prevent re-infestation. If the scalp has been properly treated, children can return to school the next day. Any remaining live nits will not lay eggs for about a week, giving time for follow-up treatment.

For prevention, parents are encouraged to check their child's hair weekly—particularly at the nape of the neck, under fringes and behind the ears. Early detection and treatment stop the spread. Families needing help identifying lice should seek advice from a doctor or community health centre.

It is the parent's responsibility to detect and treat head lice infestations.

School Environment and Grounds

Delivery & Collection of Students By Vehicle

Parents are asked to exercise care when dropping off and collecting students. For safety, cars must not stop on crossings, double park in the main car park, or call children onto the road. Vehicles must be pulled into a designated area before children approach.

The school entrance is via Pett Street and the exit via Stedcombe Street. Safe walking paths connect the car park to the school, and families are reminded to always use the crossings provided. These measures ensure the safety of all students and comply with NT traffic rules.

Bicycles, Scooters and Roller Blades

For safety, bicycles, scooters, skateboards and similar items must not be ridden in the school grounds. Students must walk them while on site. The school takes no responsibility for lost or stolen items, so all bikes and scooters should be securely locked in the designated cages (Preschool cage for Early Years, Library cage for Upper Years). Cages are locked at 8:40am and reopened at 2:45pm.

By law, all students must wear a helmet when riding to and from school. Helmets should be taken into the classroom rather than left with bikes.

Students on School Grounds After Hours

Students may not be on school premises after school hours unless accompanied by a responsible adult. The school accepts no responsibility for any accident or injury occurring on the premises outside of school hours.

Loitering Of Students Before and After School Hours

Staff are on duty from 8:00am each morning. There is no supervision before this time unless a planned school activity has been arranged and families notified. Students requiring care before 8:00am must be registered for the Before School Supervision program.

After school, children are expected to go straight home unless attending a scheduled practice or activity. Most students should have left the school grounds by 3:00pm. Parents should notify the school of any alternative arrangements (e.g. walking home, being collected by someone else). If a child is late home, please check locally first and then contact the school immediately.

Dogs In The School Grounds

For the safety of all students, dogs are not permitted on school grounds. Any dogs that enter the yard will be removed, and repeated issues may result in the Council Dog Catcher being called. Families are asked not to bring pet dogs onto the premises at any time.

Community Involvement

School Council

The Alawa School Council meets monthly, (on a day designated at the AGM), to further the interests of Education and Wellbeing of all students at the Alawa Pre School and Primary School. Details of meeting times appear in our regular school newsletters and through our Parent Portal Please feel welcome to attend Council meetings.

Parent Involvement & Volunteering

Parents and carers are welcome to support learning through classroom help, the farm and kitchen garden, reading groups and excursions. Volunteers must sign in at the office and follow staff directions. For ongoing volunteering and any unsupervised contact with students, a current Ochre Card (Working With Children Clearance) is required.

The Annual General Meeting and election of officers is held in February / March of each year on a date set by the current Executive, and circulated by newsletter, giving at least 21 days clear notice.

Voluntary Parent Contributions

Parent contributions help provide valuable resources such as library books, literacy and numeracy materials, ICT equipment, online subscriptions, and support for the upkeep of Alawa Farm. These funds directly enrich students' learning experiences.

For Preschool, the contribution is \$160 per year, payable in full or in instalments (e.g. \$10 per week). For Primary School, the contribution is \$175 per child, with an additional \$100 per year for students in Years 3–

6 to support the Kitchen Program. EFTPOS and payment plans are available at the front office for family convenience.

Communication Channels

Alawa Primary School continues to be seen as the school of choice by providing informative and inspiring content that makes the local school and wider community feel connected and informed at all times.

I want to discuss...	Who do I contact?	Not resolved?
My child Something happening in class	Child's teacher	Principal
School operations Child safety/ urgent matters Potential employment or volunteering	Principal	Council
School Contribution/ Invoice	Business Manager	Principal
Enrolment I have a question but don't know who to direct it to	Admin Officer	Principal
Governance Unresolved concerns / Grievances	DET School Operations	

Principal: damien.obrien@education.nt.gov.au

Business Manager: mel.garnham@education.nt.gov.au

Admin/ Enrolment: alawa.school@education.nt.gov.au

Facebook:

Facebook is used to post relevant and useful content aimed at the school and wider community. The Alawa Facebook page is used to make connections to the school community via informative posts regarding classroom learning, promotion of school/student & staff celebrations, school based events etc. This page is a public page for anyone to join. There is a private group for parents and carers to join by request only – this group is used for general school notifications like assembly notices.

Xuno Parent Portal

Xuno is used as a formal communication tool to provide information regarding all events and general information regarding the school e.g. Weekly notices re standard events, assembly, playgroup, house shirt days & newsletters. Parents/Carers can also join the Alawa Xuno Parent Portal [App] to get access to a school calendar, booking system for Student Led Conferences and student progress reports. Ask at the front office for further information or refer to the flyer towards the back of this handbook.



Hi there,

XUNO Family is an app that will help make communication with the school quick and easy - giving you access to a wealth of information, without having to sit at a computer.

To log in, follow these steps:

1. Download XUNO Family from the App store (iOS) or Play store (Android)
2. Open the app
3. If asked, please allow push notifications for the most convenient experience with the app
4. Search for your school by typing the first few letters and then selecting your school from the list that appears.

If you have forgotten your password or Username, you'll need to head to your school's Xuno website to reset it. If you're not sure what the web address is, please contact your school or look for an email from Xuno which may have the address in it. The web address usually includes your school's name.

For example: <https://fakehighschool.xuno.com.au> - or - <https://xuno.fakehs.vic.edu.au>

LOG IN

LOG IN

CANCEL

Having problems logging in?

Website:

The purpose of the website is to showcase in full detail information regarding all school services and programs so both current and potential families are well informed.

School Newsletter

The school newsletter will be uploaded to the Xuno Parent portal and website each Wednesday. The link will also be made available through email directly from the school to parents and students.

School Policies

School Improvement & Review

Each year we set improvement targets in areas such as literacy, numeracy and wellbeing, monitor progress, and share outcomes with the School Council and community via newsletters and the website. Your feedback helps shape our priorities. You can find all our policies on our website.

Working Together

Alawa Primary School values a safe, inclusive and respectful environment. Parents, carers, visitors, volunteers and service providers are expected to work in partnership with the school by respecting the leadership of staff, following reasonable instructions, and modelling positive behaviour for students.

Everyone must follow relevant laws, policies and school procedures, including those on communication, social media, mobile phone use, and Department of Education policies on smoke-free and alcohol-free premises. We ask all members of our community to act honestly, fairly and respectfully, ensuring the safety and wellbeing of students at all times.

Smoke Free Zone

Under the Tobacco Control Act, 1st January 2003, Alawa Primary School is a Smoke Free Zone. Smoking is prohibited in the buildings and on the school grounds except in a designated area. If you need to smoke whilst at the school, please inquire at the front office for directions to the designated area.

Mobile Phone Policy / Digital Devices Policy

Students may bring mobile phones or smartwatches to school for safety reasons before and after school. In line with Department of Education policy, all devices must be handed in at the front office on arrival and collected at the end of the day. The school does not accept responsibility for lost, stolen or damaged phones, smartwatches, or other valuables. For full details, please see our policy on the school website.

Privacy

Online Data Systems / Tools / Learning Platform - At Alawa we use a variety of databases, learning platforms and communication tools to facilitate our quality educational programs. These include Xuno, Elastic, Typing.com and Google Classroom.

Student data is at times imported / added into these systems but all safety aspects are considered prior to any data exchange and safety is always of utmost priority. We analyse any potential risks prior to adopting any toolset / system and work through privacy agreements with vendors. If anyone would like further details feel free to make an appointment through the front office.

Social Media

Alawa Primary School values the positive use of social media for connection, collaboration and sharing. We expect all members of our school community to use social media in a respectful and responsible way that upholds our school values.

Social media must not be used to insult, harm or post inappropriate content. Even posts made outside school hours can impact relationships and wellbeing at school. If inappropriate behaviour

online affects our students or community, the school may take action and contact parents as required.

Consent Forms & Media Release

On enrolment, parents/carers complete consent forms for excursions, local area walks and media (photos/video). You can change your media permissions at any time by contacting the office.

Other Useful Information

Library

The library is open at lunchtimes and each class visits weekly with their teacher. Early Years students (Transition–Year 2) may borrow one book at a time using a library bag. Students in Years 3–4 may borrow up to three books, and Years 5–6 may borrow up to four. The loan period is one week, with the option to renew.

Students are expected to care for borrowed books and are responsible for those recorded under their name. Books should not be loaned to others, as families will be charged for any items lost or damaged.

Swimming

Swimming is an important part of our school program, run by the Royal Life Saving Society NT. In Term 1, students in Years 3–6 participate in three full-day sessions focusing on water safety, CPR, survival skills, teamwork and water-based activities. Costs for lessons, transport and instruction are fully covered by the Department of Education for students in Years 3–6.

In Term 4, Preschool students complete four lessons, and Transition–Year 2 students complete eight lessons over two weeks. While costs for Years 1–2 are covered by the Department, Preschool and Transition families contribute a small fee (approx. \$60–\$100), which can be paid using NTG Sports Vouchers.

Out Of School Hours Care

Alawa Primary School offers onsite Out of School Hours Care provided by Territory Childcare Group (TCCG). The trial program will continue to run through 2026, including Vacation Care. Families must complete an orientation and enrolment process before children can attend.

For enrolment and further details, please contact alawa.oshc@tccg.org.au.

The Darwin Language Centre also offers an after-school learning program (Mon–Wed) and collects children from Alawa. More information is available at: [Darwin Language Centre](#).

Alawa Lunch Orders

Alawa Primary School uses the Spriggy Schools app for canteen lunch orders, provided by Beyond Catering. Lunch orders are available on **Thursdays and Fridays only** and must be placed by **9:00am on the day**. Orders are delivered to school and distributed to classrooms by staff.



To get started, register at www.spriggyschools.com.au, download the app, and add a profile for your child, selecting Alawa Primary School and their class. For support, contact Spriggy Schools via their website or in-app chat.

Back to School Vouchers

The Northern Territory Government provides a Back to School Payment Scheme to help families with the cost of essential school items at the beginning of the year. Each preschool and primary school student is eligible for a voucher that can be used for items such as uniforms, books, and stationery. The voucher must be used by the end of Term 3.

In addition, Sports Vouchers are available online to support children's participation in sporting and recreational activities

Generative AI [Artificial Intelligence]

Generative artificial intelligence (AI) technologies have the potential to enhance student learning and engagement, but we must also consider the importance of protecting student privacy and ensure that we are using these technologies in an ethical manner. Our school is committed to using generative AI tools safely, ethically and responsibly in line with the NT Department of Education and Training (department) generative AI policy.

AI is already impacting the way that we work, learn and live and it is important that everyone can benefit from this and that we prepare our students for the future. The department's information for students and parents provides further information about what generative AI is, its benefits and limitations, and how it can be used effectively and responsibly in schools.

[Alawa Statement on Generative AI for the Alawa School Community](#)

Darwin cdc-surveillance.darwin@nt.gov.au (08) 8922 8044
Alice Springs cdc.alicesprings@nt.gov.au (08) 8951 7549
Katherine cdc.katherine.doh@nt.gov.au (08) 8973 9049
Nhulunbuy cdc.govie.doh@nt.gov.au (08) 8987 0357
Tennant Creek cdc.barkly@nt.gov.au (08) 8962 4259

NT Health



Minimum periods of exclusion from schools, preschools and childcare centres for children or staff who have been exposed to an infectious disease








Time Out

Conditions	Case (person with the infection)	Contact (person in contact with the case)
Chickenpox (varicella)	EXCLUDE until all blisters have dried. This is usually at least 5 days from the onset of the rash in unvaccinated children, and less in vaccinated children.	EXCLUDE non-immune pregnant women and immunocompromised* contacts, due to the possibility of further cases. Advise that they seek urgent medical attention. Contact the local Public Health Unit for specialist advice.
Cold sores (herpes simplex)	NOT EXCLUDED if the person can maintain hygiene practices to minimise the risk of transmission. Sores should be covered with a dressing, where possible. EXCLUDE young children unable to comply with good hygiene practices while sores are weeping.	NOT EXCLUDED
Conjunctivitis	EXCLUDE until discharge from the eyes has stopped, unless a doctor has diagnosed non-infectious conjunctivitis.	NOT EXCLUDED
Diarrhoea and/or vomiting (i.e "gastro") which may be due to the following: <ul style="list-style-type: none">• Campylobacteriosis• Cryptosporidiosis• Giardiasis• Norovirus• Rotavirus infection• Salmonellosis• Shigellosis• Viral gastroenteritis (diarrhoea & vomiting)	EXCLUDE people with diarrhoea (3 or more loose stools in a 24 hour period) or vomiting until 24 hours after their last loose bowel motion or vomit, except this exclusion time is extended in the instances below; EXCLUDE any person with confirmed norovirus infection until 48 hours after symptoms stop. EXCLUDE any person with diarrhoea or vomiting who prepares or serves food, until 48 hours after symptoms stop. People with confirmed cryptosporidiosis infection should not swim, paddle or participate in water play for at least 2 weeks after their last loose stool. Note: If there are 2 or more cases of diarrhoea or vomiting in your facility OR if a food handler is sick, please contact your local Public Health Unit.	NOT EXCLUDED
Diphtheria	EXCLUDE until a medical certificate of recovery from the Public Health Unit is received, following at least two negative throat swabs, the first at least 24 hours after finishing a course of antibiotics, and the second at least 48 hours after the first swab.	NOT EXCLUDED
Cytomegalovirus (CMV) infection	NOT EXCLUDED Pregnant women should consult with their doctor.	NOT EXCLUDED Pregnant women should consult with their doctor.
Fungal infections of the skin or nails (e.g. ringworm, tinea)	EXCLUDE until 24 hours after starting appropriate antifungal treatment.	NOT EXCLUDED
Glandular fever (mononucleosis, Epstein-Barr virus [EBV] infection)	NOT EXCLUDED	NOT EXCLUDED
Hand, foot and mouth disease (EV71)	EXCLUDE until all blisters have dried.	NOT EXCLUDED
Haemophilus influenzae type b (Hib)	EXCLUDE until the person has received appropriate antibiotic treatment for at least 4 days.	NOT EXCLUDED Contact the local Public Health Unit for specialist advice.
Head lice (pediculosis)	EXCLUDE until appropriate treatment has commenced. The child does not need to be sent home immediately if head lice are detected	NOT EXCLUDED
Hepatitis A	EXCLUDE until a medical certificate of recovery is received and until at least 7 days after the onset of jaundice or illness.	NOT EXCLUDED Contact the local Public Health Unit for specialist advice about vaccinating or treating children and staff. Exclusion may be warranted if no history of vaccination or not willing to receive vaccine.
Hepatitis B	NOT EXCLUDED	NOT EXCLUDED

<https://health.nt.gov.au/health-conditions-and-disease-information>



NT HEALTH

Conditions	Case (person with the infection)	Contact (person in contact with the case)
Hepatitis C	NOT EXCLUDED	NOT EXCLUDED
Hepatitis E	EXCLUDE until at least 2 weeks after the onset of jaundice.	NOT EXCLUDED
HIV/AIDS (human immunodeficiency virus / acquired immunodeficiency syndrome)	NOT EXCLUDED	NOT EXCLUDED
Influenza-like illnesses: <ul style="list-style-type: none"> • COVID-19 • Influenza (flu) • Pneumococcal disease • Respiratory syncytial virus (RSV) 	EXCLUDE until symptoms have resolved.	NOT EXCLUDED
Listeriosis	NOT EXCLUDED	NOT EXCLUDED
Measles	 EXCLUDE until at least 4 days after the onset of the rash.	NOT EXCLUDED: vaccinated or immune contacts. EXCLUDE: contacts who are non-immune or immunocompromised* until 14 days after the appearance of the rash in the last case. Contact the local Public Health Unit for specialist advice.
Meningitis (viral)	EXCLUDE until symptoms have resolved.	NOT EXCLUDED
Meningococcal infection	 EXCLUDE until appropriate antibiotic treatment has been completed.	NOT EXCLUDED Contact the local Public Health Unit for specialist advice about antibiotics and/or vaccination for close contacts.
Molluscum contagiosum	NOT EXCLUDED	NOT EXCLUDED
Mumps	 EXCLUDE for 5 days or until swelling goes down (whichever is sooner). Pregnant women should consult with their doctor.	NOT EXCLUDED Pregnant women should consult with their doctor.
Roseola (Sixth disease)	NOT EXCLUDED	NOT EXCLUDED
Ross River virus	NOT EXCLUDED	NOT EXCLUDED
Rubella (German measles)	 EXCLUDE until the person has fully recovered or for at least 4 days after the onset of the rash.	NOT EXCLUDED Pregnant women should consult with their doctor.
Scabies	EXCLUDE until 24 hours after starting effective treatment.	NOT EXCLUDED
School sores (Impetigo)	EXCLUDE until 24 hours of appropriate antibiotic treatment has been completed. Any sores on exposed skin should be covered with a watertight dressing until sores are dry	NOT EXCLUDED
Shingles (Herpes Zoster)	EXCLUDE if blisters are unable to be covered with waterproof dressing until blisters have dried and crusted.	Contact the local Public Health Unit for specialist advice, including advice for pregnant women and immunocompromised* contacts.
Slapped cheek syndrome, fifth disease (human parvovirus B19, erythema infectiosum)	NOT EXCLUDED Pregnant women should consult with their doctor.	NOT EXCLUDED Pregnant women should consult with their doctor.
Streptococcal sore throat (including scarlet fever)	EXCLUDE until 24 hours of appropriate antibiotic treatment has been completed.	NOT EXCLUDED
Toxoplasmosis	NOT EXCLUDED	NOT EXCLUDED
Thrush (Candidiasis)	NOT EXCLUDED	NOT EXCLUDED
Tuberculosis (TB)	 EXCLUDE until a medical certificate is received from the local Public Health Unit.	NOT EXCLUDED Contact the local Public Health Unit for specialist advice.
Typhoid and paratyphoid fever	 EXCLUDE those in child care or preschool until two samples have tested negative. Contact the local Public Health Unit for specialist advice. EXCLUDE others (primary school aged children to adults) until 48 hours after symptoms have resolved.	EXCLUDE until two of the person's stool samples have tested negative, at least 24 hours apart
Whooping cough (Pertussis)	 EXCLUDE until 5 days after starting appropriate antibiotic treatment, or for 21 days from the onset of cough.	EXCLUDE Contact the local Public Health Unit for specialist advice.
Worms	EXCLUDE until there has not been a loose bowel motion for 24 hours and treatment has occurred.	NOT EXCLUDED



Telephone the Public Health Unit in your region so that immediate preventative public health measures can be undertaken. If you notice two or more cases of any of the above listed conditions in children or staff at your facility, please telephone the Public Health Unit for advice and educational materials.

* People can be immunocompromised either due to a medical condition or from receiving immunosuppressive medication/treatment. Examples include leukaemia and chemotherapy.



Scan for an electronic copy of this poster

AUSTRALIAN STUDENT WELLBEING FRAMEWORK



Discover information, free resources for teachers, parents and students, and professional learning opportunities on the Student Wellbeing Hub

studentwellbeinghub.edu.au



Student Wellbeing Hub

