

East Victoria Park Education Support Centre



Parent Information Booklet 2020

CONTENTS:

Principals' Message

*Allergy Aware school
Our Vision*

Section 1

School Information

- 1.1 *Rights and Responsibilities*
- 1.2 *Our Beliefs about Teaching and Learning*
- 1.3 *Our Objectives*

Section 2

Administration

- 2.1 *Absences*
- 2.2 *Collecting students during school hours*
- 2.3 *Assemblies*
- 2.4 *Buildings and Grounds*
- 2.5 *Communication Book*
- 2.6 *Enrolment Information*
- 2.7 *Class Sizes*
- 2.8 *Holidays During Term Time*
- 2.9 *Hours of Instruction*
- 2.10 *Integration*
- 2.11 *No Hat No Play*
- 2.12 *School Organisation*
- 2.13 *School Terms 2020*
- 2.14 *Stationery*
- 2.15 *School Contributions and Charges*

Section 3

Community Involvement

- 3.1 *Newsletters*
- 3.2 *Parents and Citizens Association*
- 3.3 *Parent Parking*
- 3.4 *Parent-Teacher Interviews*
- 3.5 *School Council*

Section 4

Curriculum

- 4.1 *2020 Priorities*
- 4.2 *Cooking*
- 4.3 *Structured Teaching & Learning Program (TEACCH)*
- 4.4 *Community Access Program (CAP)*
- 4.5 *Swimming*
- 4.6 *Picture Exchange Communication System (PECS)*
- 4.8 *Music*
- 4.9 *English as a Second Language/Dialect (EAL/D)*
- 4.10 *Therapy Services*
- 4.11 *Educational Excursions*

Section 5

Student Services

- 5.1 *Bus Transport*
- 5.2 *Children Leaving School Grounds*
- 5.3 *Behaviour Management*
- 5.4 *Factions*
- 5.5 *Footwear*
- 5.6 *Community Nurse*
- 5.7 *Immunisation*
- 5.8 *Infectious Diseases*
- 5.9 *Library Books*
- 5.10 *Lost Property*
- 5.11 *Medication*
- 5.12 *Money and Valuables*
- 5.13 *Special Occasions*
- 5.14 *School Uniform*
- 5.15 *Out of School Care*
- 5.16 *Parent Complaint Procedure*

Message from the Principal

Staff at East Victoria Park Education Support Centre (ESC) welcome you as parents or carers of a child attending this school. It is our sincere wish that, together, we can ensure your child has a safe, happy and successful primary school experience.

The information contained in this booklet has been written to help you to understand the many educational and organisational aspects of our school. It does not contain all the answers, so if you have any questions, please do not hesitate to contact the school either in person or by telephone. The phone number is 6228 0750.

Further information is distributed through the communication book system, newsletters and at P&C meetings.

All students attending the East Victoria Park Education Support Centre are provided with educational programs individually suited to meet each student's unique needs. Success is enhanced when education is a two-way process between home and school. Your support plays a vital role in your child's education. At all times, we encourage parents and carers to become actively involved in school life, and we look forward to your long association with our school.

Yours sincerely

Sheena Paterson
Jennifer Oversby
Principals

This school is an 'Allergy Aware' School

Our school aims to be an 'Allergy Aware' school (*formerly a Nut Free Zone School*) by implementing practical strategies to minimise the risk.

Please do your best to ensure that your child / children do not bring any nuts or nut products to school. This policy is endorsed by our P&C group and our School Council. It has been made for the safety of all students.

OUR VISION

All staff, parents and carers, working together to provide a safe and supportive learning environment for all students to learn and develop to their optimum potential.

1 School Information

1.1 Rights and Responsibilities

<i>Students have the RIGHT to:</i>	<i>Students have the RESPONSIBILITY to:</i>
Learn in a purposeful and supportive environment	Ensure that their behaviour is not disruptive to the learning of others
Work and play in a safe, secure, friendly and clean environment	Ensure that the school environment is kept neat, tidy and secure
Show respect, courtesy and honesty	Ensure that they are punctual, polite, prepared and display a positive manner Behave in a way that protects the safety and well being of others

<i>Staff have the RIGHT to:</i>	<i>Staff have the RESPONSIBILITY to:</i>
Show respect, courtesy and honesty	Model respectful, courteous and honest behaviour
Teach in a safe, secure and clean environment	Ensure that the school environment is kept neat, tidy and secure
Teach in a purposeful and non-disruptive environment	Establish positive relationships with students
Have the cooperation and support of parents/carers	Ensure good organisation and planning Report student progress to parents

<i>Parents have the RIGHT to:</i>	<i>Parents have the RESPONSIBILITY to:</i>
Be informed about the curriculum and the individual educational planning process	Ensure their child attends school
Be informed about behaviour management procedures and decisions affecting their child's health and welfare	Ensure that the physical and emotional condition of their child is at an optimum level for effective learning
Be informed about their child's progress	Ensure that their child is provided with appropriate materials to make effective use of the learning environment
Have access to a meaningful and appropriate education for their child	Support the school in providing a meaningful education for their child
Be heard in an appropriate forum on matters related to the rights of their child to an appropriate education	

1.2 Our Beliefs about Teaching and Learning

- The mental health and physical well being of students and staff is a priority
- Students learn in different ways and their learning programs need to recognise this
- Teaching needs to foster in students the development of independence
- Effective pedagogy is purposeful, challenging and connected to a student's experience, stage of development and personal background
- Learning programs need to acknowledge and build on where students are on their journey of learning. They need to be culturally and developmentally appropriate and have real life application
- Learning occurs where students, home and school have a common goal, interact positively and are mutually supportive

1.3 Our Objectives

Our objectives follow the priorities set out in the Strategic Directions for WA Public schools 2020 – 2024. **Every student, every classroom, every day.**

1. Provide every student with a pathway to a successful future.
2. Strengthen support for teaching and learning excellence in every classroom.
3. Build the capacity of our principals, our teachers, and our allied professionals.
4. Support increased autonomy within a connected and unified public school system.
5. Partner with families, communities and agencies to support the educational engagement of every student.
6. Use evidence to drive decision making at all levels of the system.

2 Administration

2.1 Absences

Parents must advise the school of a student's absence. This is a Department of Education regulation. Absences may be reported by calling the school or sending a text message to 0439 529 974. Alternatively, a note may be sent to school when the student returns. Please ensure that any communications include the reason for the absence (eg. sick, dental appointment, etc), the student's name and the date.

2.2 Collecting students during school hours

Parents and caregivers must proceed to the office to sign their child out using the iPad if the child is leaving the school grounds during the school day.

2.3 Assemblies

Combined school assemblies are generally held in weeks 3, 6 and 9 on Fridays and commence at **8.50am** in the Primary School.



2.4 Buildings and Grounds

The Centre was opened in 1988. Up until this time there were two Units located within the Primary School. Situated within the grounds of the East Victoria Park Primary School the centre occupies two wings of the top cluster and utilises up to four classrooms. Facilities include a purpose built kitchen, a laundry complete with shower / toilet facilities / therapy area and a separate multi-sensory area. In the administration area there are four rooms; Reception, Principal's office, Conference room and Teacher Resource room. All rooms are air conditioned. An undercover multi – purpose activity area sits adjacent to the classrooms and an enclosed play/sustainable kitchen garden area is situated on the other side of the classrooms. We have a landscaped, circular, outdoor seating area at the entry, which can be accessed by classes for learning in the natural environment. The primary school can share the resources and rooms in the ESC when available.

2.5 Communication Book

Each student receives a communication book. This is a vehicle for two-way communication between home and school. Staff check these daily and place messages, newsletters, notes of encouragement etc, in the book. This means that it is very important that these books are **returned to school every day**. Please feel free to communicate with the teachers via this book.

2.6 Enrolment Information

Placement in an Education Support facility requires that a student meets eligibility criteria. Please contact us for further information on what is required.

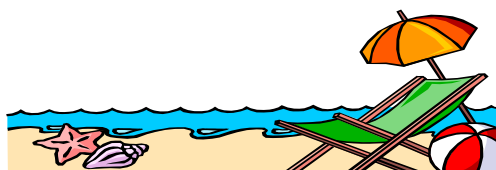
Enrolled students are reviewed at regular intervals to ensure they still meet eligibility criteria. When appropriate, alternative placements may be recommended to parents. Year 6 students graduate to a variety of High School settings. These may include Cannington Community Education Support Centre and Kensington Secondary.

We cannot stress enough the importance of accurate enrolment information. Please notify the Manager Corporate Services on 6228 0750 if there is any change to your address, phone number, custody advice or emergency contact person details. Out of date information can create a dangerous situation for your child if we are unable to contact you.

2.7 Class Sizes

Students will be placed in classes according to their year levels and/or needs. Education Assistants are assigned to classes according to the level of disability of the students. Classes may be rearranged throughout the year according to enrolment numbers. Students have opportunities to participate in integration programs with East Victoria Park Primary School.

2.8 Holidays during the year



Labour Day	Monday, 2 March 2020
Good Friday	Friday, 10 April 2020
Easter Monday	Monday, 13 April 2020
ANZAC Day	Monday, 27 April 2020
Western Australia Day	Monday, 1 June 2020
Queen's Birthday	Monday, 28 September 2020

2.9 Hours of Instruction

First teaching block	8.50am – 10.40am
First break	10.40am – 11.10am
Second Teaching block	11.10am – 12.50pm
Second break	12.50pm – 1.20pm
Third Teaching block	1.20pm – 3.00pm



School finishes at 3.00pm and it would be appreciated if your child is collected promptly.

2.10 Integration

Our students have opportunities to participate in the Integration Program. A policy is in place and has been agreed upon by both the Primary School and Education Support staff.

Through the Integration Program students have opportunities to further develop elements of their Individualised Education Programs in a mainstream class with peers of the same chronological age. This will depend on the flexibility of the timetables and the amount of support available. Students also integrate with mainstream students in the playground where Education Assistants individually support a small number of students.

2.11 No Hat, No Play

We support the Primary School policy that requires students to wear a broad brimmed hat when playing in the sun. Students not wearing a broad brimmed hat will be restricted to a covered area. Students are also encouraged to wear sunscreen, as advised by the Cancer Council Foundation of Western Australia. Hats may be purchased from the Uniform store for \$12.00 each.

2.12 School Organisation

Principal ESC Telephone	Sheena Paterson / Jennifer Oversby 6228 0750
Manager of Corporate Services ESC Telephone	Aly Mollica 6228 0750
Principal Primary School Telephone	Tony Mathieson 6228 0700
School Nurse Telephone	Joanne Davies 9416 5505 0404 826 822 joannedavies2@health.wa.gov.au

2.13 School Terms for students 2020

Term One	Monday, 3 February – Thursday 9 April
Term Two	Tuesday, 28 April – Friday, 3 July
Term Three	Tuesday, 21 July – Friday, 25 September
Term Four	Tuesday, 13 October – Thursday, 17 December

2.14 Stationery

Parents will need to purchase essential personal items for their child. Stationery lists are available at the office. A suggested list of requirements will be sent home in Term 4. These items can be purchased through the school from Ziggies or at a store of your choice. Please ensure everything is **clearly marked** with your child's name.

2.15 School Contributions and Charges

The payment for school contributions is now voluntary. However, the Minister for Education expects all parents who can afford to pay, will do so. School budgeting is based on the expectation that parents will pay. Without your help it would be difficult to provide the level of support and range of activities we value. A list of probable incursions / excursions, as well as a full individual contributions and charges sheet and booklist are sent home during Term 4.

School contributions are \$60.00 per child. An additional voluntary contribution to meet P&C costs is \$15.00 per family.

3. Community Involvement

3.1 Newsletters

Whole school newsletters are emailed to families who provide their contact information generally in weeks 5 and 10 and an ESC newsletter will be sent home twice a term. Newsletters are an important means of notifying the community of important and interesting upcoming events. Newsletters are also available on our website www.eastvictoriaparkesc.wa.edu.au.

3.2 Parents and Citizens Association (P&C)

The Primary School and the Education Support Centre combine to form the East Victoria Park Primary Schools Parents and Citizens Association. Please consider joining the P&C to support our school. Meetings are held on the third and eighth Monday of each month at 7:00pm in the Primary School staff room.

3.3 Parent Parking

Please observe the various parking signs around the school. There are four designated bays for Education Support families at the front of the school in the staff car park. Access to the centre via Mint Street is also available through the gates and parking is now available on the netball court.



3.4 Parent -Teacher Interviews

If you wish to talk to individual teachers or the Principal about any aspect of your child's development, it will be necessary to make an appointment. Individual Education Programs (IEPs) are written each semester for each student. Parents are invited to meet with the class teacher to discuss priority needs for your child and contribute valuable information to assist with the IEP.

3.5 School Council

The School Council consists of the Principal, elected staff and parent representatives. The objectives of the School Council are to take part in:

- ❖ Establishing and reviewing educational objectives and priorities and general policy directions;
- ❖ Planning of financial arrangements necessary to fund objectives, priorities and directions;
- ❖ Evaluating the school's performance in achieving the above;
- ❖ Promoting the school in the community;
- ❖ Determining a dress code;
- ❖ Approving voluntary contributions and charges

The School Council operates under its own constitution and meets once a term.

4. Curriculum

4.1 2020 Priorities

The School Development Plan has been developed and priorities have been set in collaboration with staff and parents.

The priorities for 2020 are:

- ❖ Health and well-being of students and staff
- ❖ Functional Literacy
- ❖ Whole school approach to teamwork
- ❖ Classroom observations and peer feedback.

4.2 Cooking

Cooking classes are conducted regularly. Students go shopping, prepare food, learn about cooking hygiene and safety in the kitchen and also practice eating etiquette.

4.3 Structured Teaching and Learning Program (TEACCH)

This approach is based on TEACCH (Treatment and Education of Autistic and related Communication Handicapped children) which is used internationally for Children with Autism and Communication disabilities.

The classroom environment is very structured to enhance student's individual progress and development. This structure is essential to the functioning of children with Autism and students with communication difficulty because of their need for support in the areas of organisation and their inability to understand or successfully manage themselves without assistance, direction and support.

The physical classroom organisation, daily schedules, individual work stations, visual structures and routines form an integral part of the program. This allows appropriate curriculum to be delivered in such a way as to provide opportunities for these children to demonstrate their skills and progress towards achieving learning outcomes.

4.4 Community Access Program (CAP)

The Community Access Program is designed to provide opportunities for our students to practise and develop the social / life skills learned at school. The program consists of a variety of excursions out into the community where students are able to learn the skills involved for experiences such as catching trains / buses, shopping, ordering / purchasing food and using a public library. As well as learning these important skills the students are able to utilise their social skills in real life situations, making the experiences as meaningful as possible.



4.4 Swimming

In-term swimming is conducted at Carson St School on Wednesdays for selected students. Swimming for other students is timetabled with the primary students as a two-week block.

4.5 Perceptual Motor Program (PMP)

This program uses carefully planned movement activities in a preventative rather than curative way to develop a child's better understanding of themselves and their environment. The program aims to assist children to function successfully in all areas of the curriculum through multi-sensory activities, problem solving, co-ordination and memory tasks. As well as developing language and physical skills, activities are designed to develop the social skills of sharing, participating, assisting and caring for others.

4.6 Daily Walk

As part of our Health and Well Being program staff and some students go for a daily walk around the perimeter of the school and at times out in the community bordering the school. This activity also addresses road safety concerns in the community and the importance of personal safety to stay with a group.

4.7 Picture Communication System (PCS)

The Picture Exchange Communication System (PCS) is a teaching method used to facilitate communication skills in children with Autism or low level language

skills. This method involves students using symbolic exchange cards to initiate communication of needs thus aiming towards developing independent speech.

4.8 Music

The centre employs a specialist music teacher who delivers fun, energetic lessons which incorporate speech therapy, occupational therapy and physiotherapy.

4.9 English as a Second Language/Dialect (EAL/D)

We have access to Translators for parents where English is a Second Language. Please do not hesitate to ask for assistance.

4.10 Therapy Services

A range of therapy providers deliver Speech therapy, Occupational therapy and Physiotherapy to selected students. In order to access this service parents / caregivers are required to meet with therapists to determine the therapy required and the priority needs for each child.

4.11 Educational Excursions

Throughout the year your child will travel on various excursions. These are linked to specific areas of work studied by students during the term. Notification of such excursions will be given well in advance and written permission to attend is required.



5. Student Services

5.1 Bus Transport

The Public Transport Authority (PTA) provides a bus service to transport students to and from the Centre if it is the closest Education Support facility to their home. Any queries about buses should be directed through the Principal. Parents can now apply through the PTA website www.schoolbuses.wa.gov.au. Buses run to a fairly tight schedule and it is requested that students be at their pick up point **five minutes** before the correct time. Please ensure that the Principal and PTA are advised in writing of any changes to the pickup or delivery of students. Changes will not be made without this written consent. Your cooperation is appreciated.

5.2 Children Leaving the School Grounds

Unless accompanied by parents or carers, students are not allowed to leave the school grounds during the day.

5.3 Behaviour Management

The Centre has a comprehensive Behavior Management Policy incorporating a Positive Behaviour Support Program and the Zones of Regulation. Students are made aware of the rules and consequences for breaking these rules. We encourage cooperation between home and school in solving any problems.

5.4 Factions

The Centre, in cooperation with the Primary School, has four factions namely Stirling, Swan, Curtin and Forrest. Students remain in the one faction for their time at school and family groups are placed in the same faction.

5.5 Footwear

We request that students wear suitable footwear to school. Surfing sandals or thongs are not recommended as they pose threats to your child's safety when playing on equipment or in the playground.

5.6 Community Nurse

The Community Nurse carries out eyesight and hearing tests at school for Kindergarten, Pre-Primary to Year 1. Other medical checks are done as specified by the Health Department and follow up advice and support is given as required. The Community Nurse advises the school community on head lice treatment. Students are to be treated at home in the case of head lice infestation and a note will be sent home requesting treatment.

5.7 Immunisation and enrolment

Kindergarten children must be up to date with all scheduled immunisations for their age to be able to enrol in Kindergarten. An Australian Immunisation Register (AIR) Immunisation History Statement must show their immunisation status is up to date. A kindergarten child who is not up to date can only enrol if they are on a catch up schedule or are exempt because of particular family circumstances. A pre- Primary to Year 12 child whose immunization status is not up to date can enrol.

You must show one of the following documents when you enrol your child:

- Australian Immunisation Register (AIR) Immunisation History Statement no more than two months old
- An Air Immunisation History Form, no more than six months old
- A valid immunization certificate issued or declared by the Chief Health Officer

We cannot accept any other immunisation records. Please talk to us if you need more information about immunisation and enrolment.



5.8 Infectious Diseases

The following diseases require exclusion from school:

Chicken Pox
Influenza

Measles
Mumps

Whooping Cough
Ringworm

Rubella

Trachoma

School Sores

Please check with the Principal for the length of exclusion in each case. If in doubt, contact your doctor.

5.9 Library Books

Students borrow books from the Primary School library. These books are on loan and remain the property of the school. Any books lost at home must be replaced. Children require a library bag in which to transport their books.

5.10 Lost Property

Please ensure that all property is **clearly marked** with your child's name. Lost property is located outside the primary school staffroom.

5.11 Medication

Many students attending the Centre need regular medication. A standardised authorization form is available from the office and **must be completed** before the school staff can be involved in the administration of any medication. A new form must also be completed with any **change of medication**. All serious medical conditions (students at medical risk) require a detailed Student Health Care Plan to be completed by the family doctor and returned to the school office. These forms are available at the school office.

5.12 Money and Valuables

Responsibility is not accepted for lost money, toys or valuables. Please do not send these to school. Money for lunches, excursions etc, should be handed to the teacher. Please use the communication book to note this.

5.13 Special Occasions

We love to celebrate birthdays, name days or any other special occasion. You are welcome to send in a cake or individual cakes for your child to share with friends. Please ensure there is enough for everyone in the class. Please be aware we may have students in your child's class who may have a severe allergy (e.g. nuts, eggs) and we ask you to consider this when preparing treats. If your child has a dietary restriction, please advise staff. Healthy treats are always encouraged.

School Uniform

Please check at the office for the uniform store opening times.
Students are required to wear covered in footwear e.g. joggers or shoes

Girls' Uniform	<ul style="list-style-type: none">▪ blue pleated skirt or blue skorts or jazz pants or checked dress▪ wide brimmed hat	<ul style="list-style-type: none">▪ polo shirt with logo and blue side panel
-----------------------	---	--

Boys' Uniform	<ul style="list-style-type: none"> ▪ blue shorts or cargo pants ▪ wide brimmed hat 	<ul style="list-style-type: none"> ▪ polo shirt with logo and blue side panel
Girls' & Boys' Winter Uniform	<ul style="list-style-type: none"> ▪ cherry red super fleece zip jacket or cherry red super fleece windcheater with school logo and blue track pants 	
Factions	<ul style="list-style-type: none"> ▪ blue, green, gold or red t-shirts with a screen printed logo 	

5.17 Out of School Care

Before and after school care is to be arranged by parents or guardians. Some of the care providers are:

- OSH Club – Before and After School Care at East Vic Park Primary School
Tel: 0418 638 439 www.oshclub.com.au
- Kensington PCYC Out of School Care Tel: 08 9367 1282 Mob: 0409 116 237
- Cuddles Carlisle Tel: 9472 4702 Mob: 0451 513 797
- Goodstart Early Learning Carlisle Day Care Tel 9361 6410
- Little Beginner's Education Tel: 08 9458 3475
- Riverside Kids Club Mob:08 9472 6006

5.18 Parent Complaint Procedure

From time to time you may have a school related concern or complaint. It is important that we are able to resolve such issues so that we maximize the benefit you and your children gain from being part of our school community.

The following procedure supports the Department of Education's policy on disputes and complaints and is outlined to assist you.

Stage 1

Discuss the issue with the relevant staff member/s. It is wise to make an appointment so that you can have as much time as you need.

Stage 2

If the issue is not resolved at Stage 1 please contact the principal, preferably in writing, to give the details of the complaint. The complaint will be fully investigated and every attempt will be made to resolve the issue.

Stage 3

If the resolution is not reached at Stage 2, or involves the principal, then you may contact the coordinator of regional operations at:

South Metropolitan Education Region
PO Box 63
South Fremantle
WA 6162
Ph: 9336 9563

Stage 4

The next level for consideration of an unresolved enquiry/concern is to write to the Director General of the Department of Education. You may lodge a written description of your enquiry/concern and the steps you have taken to achieve an outcome. Please mail to:

Private and Confidential
Director General
Department of Education
151 Royal Street
East Perth WA 6004

Stage 5

Your final recourse for your unresolved enquiry/concern is an independent review by the State Ombudsman. The Ombudsman's approach is independent and impartial while observing procedural fairness and strict confidentiality at all times. The Ombudsman can be contacted at:

Ombudsman Western Australia
PO Box Z5386
St George's Terrace
Perth WA 6831
Ph 9220 7555

The Standards and Integrity Directorate at the Department of Education offers general advice on matters related to staff conduct.

Ph 1800 655 985



East Victoria Park Education Support Centre
30 Beatty Avenue
East Victoria Park WA 6101

Ph: 6228 0750

www.eastvictoriaparkesc.wa.edu.au