

East Victoria Park Education Support Centre



Parent/Caregiver Information Booklet 2023



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Message from the Principal

Dear Parents/Carers,

On behalf of the Staff, I welcome you and your child to East Victoria Park Education Support Centre (ESC). Our School Vision is for all staff, parents/carers and external stakeholders to work together to provide a safe and supportive learning environment so all children can learn and develop to their optimum potential. 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. However, if you have any questions, please do not hesitate to contact the school either in person, telephone or email.

Further information is distributed through various communication systems such as emails, Class Dojo, newsletters, our website, Connect and Message You SMS system. Information will also be shared at P&C meetings and School Council meetings.

All students attending East Victoria Park Education Support Centre are provided with educational programs that are individually tailored to meet their needs academically, socially, physically and emotionally. We are dedicated to working in collaboration with families and external stakeholders and we acknowledge that your support plays a vital role in your child's education. We encourage parents and carers to become actively involved in school life, and we look forward to working together with you to achieve the best outcomes for your child.

Yours sincerely

Christina Maunick-Sallie

Principal

Christina.maunick-sallie@education.wa.edu.au

1. School Context

1.1 School Information

Our learning programs are engaging, relevant and functional as they focus on our student's individual needs, learning styles and abilities. The Education Support Centre has a strong focus on literacy, numeracy and communication skills while building independence and self-management skills for all students. Students are provided learning opportunities through evidence-based teaching and learning practices, play-based learning, community access programs as well as recreational programs. Our students also benefit from attending integration classes for specialist subjects in the primary school where appropriate.

All teaching and support staff have a combined wealth of experience in the field of Special Needs and the high ratio of staff to students, allows for one-on-one and small group instruction and support. Our classrooms are spacious, well-resourced and functional. Our play spaces have engaging equipment and cater for a range of age groups. We share the grounds with the local primary school and have access to a well-resourced library, undercover area and nature garden. The ESC has strong partnerships with other schools in the area which enables students to engage in transition programs and other learning experiences.

1.2 Our Beliefs about Teaching and Learning

- All students can learn and it is our mission to facilitate their learning.
- The health and wellbeing of students and staff is a priority.
- Students learn in different ways hence we cater to different learning styles and make adjustments and modifications as required to ensure that all students can access the curriculum and learning programs.
- 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.
- Student achievement is enhanced when students, their families, their teachers and therapists work collaboratively to support the student.

1.3 Our Objectives

Our objectives follow the priorities set out in the Strategic Directions for WA Public schools 2020 – 2024, the Focus 2023, the Aboriginal Cultural Standards Framework and the Disability Access and Inclusion Plan.

2. Administration

2.1 Attendance – Every Day Matters

It is important that your child attends school everyday – We know that every day at school contributes to learning, which leads to better engagement and higher achievement.

As per the Department of Education regulation, please advise the school if your child is going to be absent. Absences may be reported by calling the school or sending a text message to

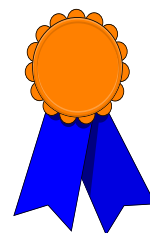
0439 529 974. Please ensure that you include your child's name, the date and the reason for the absence (e.g., sick, dental appointment, etc.). Medical certificates can be forwarded to the class teacher or emailed through EastVictoriaPark.ESC@education.wa.edu.au. If you are planning to go on vacation during the school term, please request approval from the Principal in writing.

2.2 Collecting students during school hours

For any requests for students leaving during school hours, we request that Parents/caregivers ring the gate doorbell and await a staff member to respond. Please advise the staff member the reason for late to school/early to leave so the absence can be recorded correctly in terms with Department of Education Policy. Students who arrive after 9am are recorded as late and students who leave before 2.30pm are considered absent for part of the afternoon.

2.3 Assemblies

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



2.4 Buildings and Grounds

The Centre was opened in 1988. Situated within the grounds of the East Victoria Park Primary School the Centre occupies a block and currently has five classrooms. Facilities include a purpose-built kitchen, a laundry complete with shower / toilet facilities / a multipurpose room, a sensory room, a staffroom, and administration office. All rooms are air conditioned. An undercover multipurpose activity area sits adjacent to the classrooms. Primary classrooms have their own enclosed play/sustainable garden area. Early childhood has their own playground and bike track. We also have a landscaped, circular, outdoor seating area at the entry, which can be accessed by classes for learning in the natural environment.

2.5 Communication

Our Centre uses the 'Class Dojo' app to communicate with parents individually and as a community. Students also have a communication folder so that important notes and messages can be shared.

We also have access to translator services for parents/carers who require it. Please do not hesitate to ask for assistance.

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.

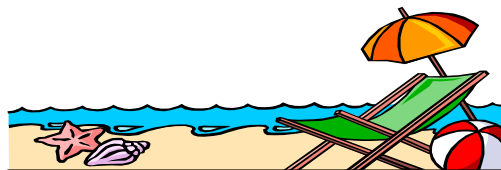
It is imperative that accurate enrolment information is provided to the school, particularly in the case of an emergency. Please notify the Manager Corporate Services on 6228 0750 if there is any change to your address, phone number, custody advice or emergency contact person details.

2.7 Classes

Students will be allocated to a classroom according to their year levels and educational needs. Education assistants are assigned to classes according to their skills and student needs. Classes may be rearranged throughout the year to ensure the best outcomes for students.

2.8 Holidays during the year

Labour Day	Monday, 6 March 2023
Good Friday	Friday, 7 April 2023
Easter Monday	Monday, 10 April 2023
ANZAC Day	Tuesday, 25 April 2023
Western Australia Day	Monday, 5 June 2023
King's Birthday	Monday, 25 September 2023



2.9 Hours of Instruction

Please ensure your child is not brought to school prior to **8.30am**, as staff engage in preparing for the day and team meetings. School finishes at **3.00pm** and it would be appreciated if your child is collected promptly.

School starts	8.50 am
First teaching block	8.50 am – 10.40 am
First break (Recess)	10.40 am – 11.10 am
Second Teaching block	11.10 am – 12.50 pm
Second break (Lunch)	12.50 pm – 1.20 pm
Third Teaching block	1.20 pm – 3.00 pm
School finishes	3.00 pm

2.10 Integration

Our students have opportunities to participate in the Integration Program at East Victoria Park Primary School. Through the Integration Program students have opportunities to further develop elements of their Individualised Education Programs with peers in a local primary school class. Integration will depend on the flexibility of the timetables and the amount of support available. Primary aged students also have the opportunity to integrate with their peers from the primary school during mealtimes and play times.

2.11 No Hat? Play in the Shade

Students are required to wear a broad brimmed hat when playing outdoors. Students not wearing a broad brimmed hat will be restricted to play undercover. Students are also encouraged to wear sunscreen. Hats may be purchased from the offsite Uniform store for \$15.00 each.

2.12 School Organisation

Principal ESC Telephone Email	Christina Maunick-Sallie 6228 0750 Christina.maunick-sallie@education.wa.edu.au
Program Coordinator ESC Telephone Email	Zerin Grech zerin.grech@education.wa.edu.au 6228 0750
Manager of Corporate Services ESC Telephone Email	Aly Mollica 6228 0750 Alyson.Mollica@education.wa.edu.au

2.13 School Terms for Students 2022

Term One	Wednesday, 1 February – Thursday, 6 April
Term Two	Monday, 24 April – Friday 30 June
Term Three	Tuesday, 18 July – Friday, 22 September
Term Four	Tuesday, 10 October – Thursday, 14 December

Professional Development Days are set for staff to engage in professional development. Days are aligned with the Primary School. Please note that there is no school for students on these days - only staff attend on these days.

Monday - 30 & Tuesday 31 January

Monday - 24 April

Monday - 18 August

Monday - 13 November

Friday - 15 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 Campion or at a store of your choice. Please ensure everything is **clearly marked** with your child's name.

2.15 School Contributions and Charges

Incursions / excursions, as well as a full individual contributions and charges sheet and booklist are listed on the School Contributions and Charges for 2023. School contributions are \$60.00 per child. An additional voluntary contribution to meet P&C costs is \$50.00 per family.

Charges are separately billed and payments are compulsory, as they are a cost to the Centre. Examples of charges are Swimming and cooking.

3. Community Involvement

3.1 Newsletters

Our Centre's newsletter is emailed to families generally in week 9-10 of each 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 have a shared P&C. 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 or online.



3.3 Parent Parking

Please observe the various parking signs around the school. There are six 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 (Kindy and Pre-Primary students are encouraged to access this carpark). Parking permits are issued to families at the beginning of each year (or upon enrolment). Please display this permit on your vehicle's dashboard, as this entitles Education Support Parents/caregivers to park in ESC allocated bays.

3.4 Parent -Teacher Interviews

Individual Education Programs (IEPs) are written at the commencement of Term 1 and 3 for each student. Parents are invited to meet (face to face or via telephone) 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, parent and community representatives. The School Council operates under its own constitution and meets once a term. The objectives of the School Council are to take part in:

- Establishing and reviewing from time to time, the school's 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 those objectives, priorities and objectives.
- Formulating codes of conduct for students at the school; and
- Take part in the selection of, but not appointment of the school principal or any other member of the teaching staff (if approval is given by the Regional Executive Director).

4. Curriculum and Learning Programs

4.1 English & Mathematics

English and Math and the building of functional literacy and numeracy skills are prioritized at the Centre. Augmentative and alternative communication (AAC) is embedded across the curriculum to ensure that students can communicate their needs and engage in the learning activities presented to them. Some AAC tools and systems utilized include PODD books, PECS, ALS boards, AAC

devices and apps and Key Word Signing. The Letters and Sounds Program is taught across the Centre to teach our students Phonics.

4.2 TEACCH

TEACCH (Treatment and Education of Autistic and related Communication Handicapped Children) philosophy is applied to enhance student's individual progress and independence. Staff recognise that structure is essential to the functioning of children with Autism and students with complex communication needs

4.3 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 trips out into the community where students can 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 can utilise their social skills in real life situations, making the experiences as meaningful as possible.

4.4 STEAM

Students are provided with opportunities to engage in Science, Technology, Engineering, Arts and Mathematics (STEAM) activities at the Centre. These learning opportunities are presented across the curriculum to support students to develop their communication skills, social skills, problem-solving skills and higher-level thinking in a fun way.

4.5 Cooking

Cooking classes are conducted regularly. Some classes purchase the ingredients that they need during community access and they then return to do cooking. Students learn about cooking hygiene and safety in the kitchen, healthy foods and also practice eating etiquette.

Please note that we are an '**Allergy Aware**' School (formerly a Nut Free Zone School). Please do your best to ensure that your child/ren do not bring any nuts or nut products to school. This guideline is endorsed by our P&C group and our School Council to ensure the safety of all students.

4.6 Swimming

In term swimming is timetabled with the primary students as a two-week block at Aqua Life. Hydrotherapy is offered to students who will benefit from exploring water and water safety (tbc 2023).

4.7 Health

Protective Behaviours topics are explicitly taught to students at the Centre to empower students with the right to feel safe and aims to provide life skills to predict, assess and act in situations that are both safe and unsafe.

As part of our Health and Well Being program staff and students go for a daily walk around the perimeter of the school and at times out in the community bordering the school.

The Perceptual Motor Program (PMP) is utilized to support students in developing a 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.

4.8 Music

Students participate in music sessions that reinforce speech therapy, occupational therapy and physiotherapy goals based off Leonie Cecich's work Kids 'n' Music.

4.9 Therapy Services

East Victoria Park ESC recognises the contribution that therapists make in our students lives. External Providers such as therapists are required to submit a request to provide therapy services onsite during school hours. Information and forms can be found on the school website.

4.10 Educational Excursions/Incursions

Throughout the year your child will engage in various excursions/incursions. These are linked to specific learning areas of work presented to students throughout 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. The school does not manage the bus applications, parents can 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.

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. Please contact the front office to let us know if you have made arrangements for someone else to pick up your child on a particular day or ongoing, this can then be recorded on the system.

5.3 Behaviour Management

The Centre adhered to the Education Department's Behavior Management Policy. We are a Positive Behaviour Support School, the Zones of Regulation is taught across all classes to support our students to be co/self-regulated. Students are explicitly taught school and classroom rules. We encourage cooperation between home, school and therapy services in promoting positive behaviours.

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. Enclosed footwear is preferred, if possible. 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 immunisation 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 Communicable Diseases

The following diseases require exclusion from school:

Chicken Pox	Measles	Whooping Cough
Influenza	Mumps	Ringworm
Rubella	Trachoma	School Sores



Please keep your child at home if they are unwell. 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. Please speak with your child's teacher if your child is missing an item, e.g., jacket, water bottle.

5.11 Medication

Some students attending the Centre need regular medication. A standardised authorisation 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. If children bring these to school and they are damaged or stolen, it can severely upset them. No responsibility will be accepted by the school.

Money for lunches, excursions etc, should be handed to the teacher. Please use the communication book to note this.

Bulky earrings, jewellery, electronic games, mobile phones etc. are not permitted for similar reasons.

If it is essential for your child to have mobile telephone at school, it can be stored with the class teacher for safe keeping during the day.

5.13 Special Occasions

We love to celebrate birthdays, name days or any other special occasion. You are welcome to send in a cake for your child to share with friends. Please ensure there is enough for everyone in the class, please check with Admin prior in case there are any restrictions due to Covid-19. 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.

5.14 School Uniform

Uniforms can be purchased in store or online at Uniform Concepts in Willetton. The address is 30 Kembla Way in Willetton and their contact number is 9270 4669.

Summer Uniform	<ul style="list-style-type: none">blue pleated skirt or blue skorts or jazz pants or checked dress or blue shorts or track pantswide brimmed hat	<ul style="list-style-type: none">polo shirt with logo and blue side panel
Winter Uniform	<ul style="list-style-type: none">cherry red super fleece zip jacket and blue track pants	<ul style="list-style-type: none">polo shirt with logo and blue side panel
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/carers. 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

If you have a school related concern or complaint, please contact us to discuss it. 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 managed accordingly 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.

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.

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



East Victoria Park Education Support Centre
30 Beatty Avenue
East Victoria Park WA 6101
Ph: 6228 0750
www.eastvictoriaparkesc.wa.edu.au

Notes

Notes