

# Kalamunda Education Support Centre

**A School for Students with Disabilities**

Kindergarten – Year 6



# Information Book 2016

**KALAMUNDA PS EDUCATION SUPPORT CENTRE  
32 HEATH ROAD, KALAMUNDA, WA 6076**

**Principal**

Mrs Jarna Wright  
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**Registrar**

Ms Kate Elliott  
[Kate.Elliott@education.wa.edu.au](mailto:Kate.Elliott@education.wa.edu.au)

**Telephone:**

(08) 9293 4798

**Fax:**

(08) 9257 2054

**Email: (Office)**

[Kalamunda.esc@education.wa.edu.au](mailto:Kalamunda.esc@education.wa.edu.au)

Your child's teacher email address will be given to you at the commencement of the school year.

**Other Services:**

Kalamunda Primary School	(08) 9257 1233
Pre-Primary Centre	(08) 9293 4087
Library	(08) 9293 4052
Dental Therapy Centre	(08) 9293 2801

## KALAMUNDA PS EDUCATION SUPPORT CENTRE

Purpose	Beliefs	Commitment
<ul style="list-style-type: none"> <li>• to provide purposeful educational experiences for all students</li> <li>• to promote strong academic skills in all students</li> <li>• to promote highly developed <b>functional life skills</b> in all students</li> <li>• to work collaboratively with others to meet the individual needs of each and every student</li> </ul>	<ul style="list-style-type: none"> <li>• Everyone is respected and is respectful</li> <li>• The student's Individual Education Plan informs their learning and is supported by the Curriculum Framework</li> <li>• Student's have the right to feel accepted</li> <li>• Everyone has the right to feel safe</li> <li>• It is our responsibility to use the student's interests to nurture and develop their skills</li> <li>• It is our responsibility to focus on the student's strengths to build self esteem</li> </ul>	<ul style="list-style-type: none"> <li>• Every student, irrespective of ability or disability, will be provided with opportunities to develop their own potential</li> <li>• Every student will have opportunity to participate in activities to develop their academic skills</li> <li>• Every student will have opportunity to participate in activities to develop their functional life skills</li> <li>• We work together to develop strong goals, outcomes and learning programs for all students</li> <li>• We maintain clear lines of communication with all families</li> <li>• We promote a positive image of education support both within the immediate school environment and the wider community</li> <li>• We maintain high levels of pastoral care</li> <li>• We maintain the privacy and confidentiality of all families at all times</li> </ul>

## INFORMATION ABOUT KALAMUNDA PS EDUCATION SUPPORT CENTRE

### **Transport Access**

Students who attend an education support facility are eligible for transport assistance. For most families this will mean that students will be collected and dropped off at home by one of the 2 school buses. For others this may mean a conveyance allowance. School bus services are the responsibility of the Public Transport Authority and enquiries can be made through the school. All applications are processed online at [www.schoolbuses.gov.wa.au](http://www.schoolbuses.gov.wa.au)

The school liaison officer for Kalamunda is Jarna Wright. All enquiries should be directed to her on 9293 4798.

### **Hours of Instruction**

Our school operates according to the following timetable. Students are required to be ready to commence lessons at the times stated and your co-operation in ensuring students arrive at school on time is appreciated.

<b>8.40 am</b>	Start of the school day
<b>10.30 am</b>	Morning recess
<b>12.20 pm</b>	Lunch eaten - 12.30pm out to play
<b>2.45 – 3.00 pm</b>	End of school day - school buses leave at 2.45pm

### **Term Dates for 2015**

In 2015 every primary public school will have 3 flexible school development days (SDD), which will be negotiated with parents and endorsed by each school's Council.

**These dates are yet to be confirmed.**

**Term 1:** Monday 1st February - Friday 8th April 2015

**Term 2:** Tuesday 26th April - Friday 1st July 2015  
SDD:

**Term 3:** Monday 18th July - Friday 23rd September 2015  
SDD:

**Term 4:** Monday 10th October - Thursday 15th December 2015  
SDD:

## **Enrolment**

If enrolling at school for the first time, a birth certificate (or extract as proof of age) must be produced along with immunisation records.

The school must be made aware of any custody or court orders relating to the child. Information on health aspects, contact phone numbers and emergency contact persons need to be given and updated when necessary.

## **Personal Information**

Parents are asked to keep the school admission information up-to-date. A note to the teacher/office concerning change of address or telephone numbers is essential. **It is important** that the school be aware of any medical or physical problem your child may have in case of an emergency.

## **Factions**

For sporting purposes our school has 3 factions:

**Stirk (Red)**

**Mason (Green)**

**Connolly (Gold)**

Each student is placed into a faction upon enrolment and wherever possible students in the same family are placed in the same faction. Parents are asked to provide a T-shirt in faction colours for sports days, carnivals and other events.

## **ATTENDANCE INFORMATION**

### **Supervision**

School commences at **8.40 am**. All students are to be dropped off at the school library, that is fully supervised from 8.30am.

Please ensure that students are not on site before this time.

Students are supervised by staff in the playgrounds during each lunch and recess break. All students eat in their classrooms prior to break times.

### **Leaving School Grounds**

Students are not permitted to leave the school grounds on their own during school hours for any reason. Parents who wish to pick their children up during the school day are asked to provide a note to the class teacher.

### **Absences**

If your child is to be absent from school for any reason we ask that you ring the school before 9.00am. All absences can either be a written or verbal explanation. This is a legal requirement.

### **Insurance**

Please note that there is no special provision for insurance of students whilst at school or on camps and excursions. The normal public liability conditions exist for accidents or mishaps that occur due to building, grounds or equipment defects or negligence by an employee of

the Department of Education. Any additional insurance is deemed to be the responsibility of parents and can be arranged privately through most insurance companies and agents. It is recommended that families have insurance that will cover the cost of an ambulance in case of accidents at the school.

## **COMMUNICATION WITH FAMILIES**

### ***Communication Books***

All students in the Centre have a communication book (Personal Use list). Teachers write regularly to parents about their child's activities and progress. Parents are encouraged to use communication books to convey any queries or necessary information. Both parents and teachers are asked to sign off notes to ensure both parties have seen the message. Communication books will remain the property of the school and held on site. You may also negotiate with your class teacher electronic communication in lieu of.

### ***Newsletters***

Newsletters informing parents of coming events, activities, policies and general information relevant to the Centre are issued on a fortnightly basis.

Kalamunda Primary School Newsletter is also issued fortnightly (via their Skoolbag app). Activities listed in the KPS newsletter also apply to KESC students.

### ***Assemblies***

All Kalamunda PS and ESC students attend fortnightly Friday morning assemblies. Parents are welcome and encouraged to attend all class assemblies.

### ***Integration/Inclusion***

KESC staff believes that all students need opportunities to play and work alongside their Kalamunda Primary School peers as this environment best reflects the world in which they will live when they leave school. All integration/inclusion opportunities will be negotiated with families during the IEP process and further negotiated with KPS staff. On a day to day basis all students are socially included with their KPS peers both in the playground, during assemblies and shared events.

### ***Complaints***

If you have cause to complain about any aspect of the school please make arrangements to see the Principal. Unless we are alerted to issues and concerns that you have, we are unable to act to address and resolve them.

### ***Documented Plans (formerly known as an IEP)***

Staff will meet with families at least once per year to negotiate and determine the student's learning outcomes across all learning areas. These outcomes form the basis of your student's program of work undertaken in the classroom. Documented Planning outcomes are monitored on semester basis with reports sent home for your perusal biannually.

## **Reporting to Parents**

The Curriculum, Assessment and Reporting Policy states that all students will receive a standard Department report once per term unless otherwise noted. The standard report format reports your child's achievement against the year's requirements in grades of A, B, C, D and E.

During the Documented Planning process your teacher will discuss with you the relevance of such a report and will ask if this is something you would like. In Education Support we use the Documented Plan and the negotiated outcomes to track individual student's achievement. We firmly believe that this is the most appropriate means of reporting your child's progress.

## **Policy and Procedure Statements**

Kalamunda PS ESC will adhere to all Department of Education policies and procedures and develop policy and procedure statements for areas of operation affecting parents, staff and students when required ie: , absences, excursions, student behaviour, accidents.

All policies and procedures are available upon request from the office.

## **STUDENT REQUIREMENTS**

### **Personal Use Lists**

Most texts, work books and study materials are provided by the school as part of the Department of Education and Training grant allocation. Items of personal stationery such as pens, pencils, rulers and so forth are required to be provided by parents. A separate list of pupil requirements is issued and will be available from the office throughout the year for anyone who requires additional copies.

### **Voluntary Contributions and Charges**

All information about voluntary contributions and charges are circulated to parents at the end of each school year.

### **Hats**

Our school has a strict policy of NO HAT NO PLAY all year round.

### **Uniforms**

Kalamunda PS Education Support Centre expects all students to wear school uniform at all times. This is a requirement of the "Dress Requirements of Students" policy.

The school uniform consists of:

- Navy and light blue t-shirt
- Navy bottoms – short and long
- Navy and light blue jacket
- Checked summer dress
- Navy blue hats

Kalamunda Primary School P & C operates a uniform shop from the school premises, which is open on **Wednesday mornings 8.15 am to 9.15 am.**

### ***Footwear***

Suitable footwear such as shoes, sandals or joggers should be worn at all times. **Thongs are not permitted.**

### ***Valuable Items***

Students should not bring expensive or valuable personal items such as jewellery, games, toys, radios, etc. to school without permission. Teachers cannot accept responsibility for loss or damage to such items.

### ***Lost Property***

Lost property containers are kept outside the administration area. At the end of each term lost property is displayed for several days, after which any item that has not been claimed is recycled through the uniform second hand shop.

### ***Marking of Clothes***

All items of clothing and personal property should be clearly marked with your child's name. Unclaimed and unmarked school uniform is recycled through the uniform shop.

## **PARENT INVOLVEMENT IN THE SCHOOL**

### ***Parents and Citizens Association***

The Kalamunda PS and ESC P & C Association offers parents a forum to discuss issues, canvas opinions, and ensure that parent's needs are considered when policy is being formulated. The P & C is responsible for playing a significant part in ensuring that an equitable environment exists for all students.

Following the Annual General Meeting, the P & C will meet twice per term on a Wednesday night at 7.00pm. Dates are advertised in the newsletter. All parents at KESC are encouraged to belong to the P & C and contribute to its many functions.

### ***School Council***

The Centre has its own School Council that consists of parent, community and staff representatives. The Council meets regularly to discuss school development planning processes, budget, policy matters and other issues.

### ***Safety/Pick-Up of Students***

All Centre students must be collected from the classroom. Students will not be allowed to wait on the roadside.



The staff car parks in front of the Centre and Administration area and adjacent to the canteen are not to be used for the pick-up and set-down of students.

**Note: there are two disabled bays for use by parents with ACROD stickers only.**

## FACILITIES AND SERVICES

### ***The “Kalamunchies” Canteen***

A committee of the P & C Association organises canteen facilities at our school. The canteen operates on Monday, Wednesday and Friday with a paid co-ordinator and volunteer helpers.

A menu and price list is issued to all students in the first week of school with copies available from the school office after that time. Kalamunchies uses “Our Online Canteen” which allows you to order online and weeks in advance. Those families without web access can still place lunch orders at the canteen before 9am.

The order should be in a sealed envelope showing:

**Your child's name and room number**  
**Order and Drink required**  
**Correct money enclosed**

Parents are encouraged to help in the school canteen. Without parent support the canteen cannot function and provide this valuable service to students.

### ***Dental Therapy Centre***

Attached to Kalamunda Primary School is a Dental Therapy Centre. The Centre is staffed by a Dental Therapist and a Dental Nurse and has a Consulting Dentist who makes regular visits for dental work and referrals.

The Dental Therapy Centre operates from 8.15 am to 4.30 pm Tuesday, Wednesday and Thursday during the term. All appointments are sent home through the student's communication book.

The Dental Therapy Centre operates a routine cycle of check-ups. For emergency contact or to discuss appointments, times or variations parents are asked to contact the DT Centre direct on **9293 2801**. The school office does not handle appointments or general enquires for the DTC.

### ***Therapy Services***

Therapy services in 2016 may look different for those families residing in the NDIA trial area. For those students not in the trial area therapy services are referred to **Rocky Bay, Therapy Focus or SENSES**. Therapy time is allocated to students based on discussions between you

and your therapy provider. Therapists work in collaboration with teaching staff and parents to develop, implement and support therapy programs. Parents who wish to discuss their child's therapy needs should contact the Principal.

In addition to this time, Kalamunda PS ESC also purchases (where practicable) private therapy time to support the students speech, occupational therapy and physiotherapy needs. You will be asked to give your permission for private services early in the school year.

### ***Library***

The school library is automated and contains audiovisual material in addition to a large range of books - fiction, non-fiction and reference. Funds from the Department of Education and Training and the P & C Association have provided the books. Students may borrow books during class library periods. Parent assistance is appreciated when books need to be covered and during class library periods. **Students must have a library bag to protect school and/or library books from damage or loss.** Books and equipment damaged or mislaid are to be paid for by the parent..

## **HEALTH CARE INFORMATION**

### ***Sick or Injured Students***

Parents are advised that they will be contacted at home or work if their child is too sick to remain at school, or if some form of medical attention is required. The school has limited first aid facilities and legally only minor care can be given by school staff. We ask that you keep your enrolment details up-to-date with regard to contact phone numbers, emergency numbers etc. In case of serious illness or accident an ambulance will be called. Parents will be responsible for any costs involved.

### ***Medication Policy***

The Centre has a strict medication policy. If a child requires medication parents must complete an authority form. Please ask at the office for a copy. Under no circumstances will students be given pain medications such aspirin or panadol without the completion of a short-term medication form.

### ***School Health Checks***

Parents, on enrolling their child for the first time, are required to fill in a medical card. From time to time members of the School Health Services carry out checks and examinations of students. A nurse visits the school regularly and parents who feel they should contact her over a medical matter can do so through the school. Routine screening is done for all students.

## **Communicable and Infectious Diseases**

There are a number of illnesses that require that the child be excluded from school for a period of time. Some of the more common ones are Chicken Pox, Measles, Mumps, Ringworm and School Sores, but there are many others. If you have a sick child and are in any doubt whether they should attend school please contact the school or your doctor to discuss the matter.

### Chicken Pox

Cause - Contact with infected persons and indirectly through articles freshly soiled by discharges from an infected person. Incubation period 10-21 days (usually 12-16).  
Period of communicability - from 5 days before rash to 6 days after onset of last crop of blisters. Exclude from school, re-admit when sufficiently recovers.

### Conjunctivitis

Cause - direct or indirect contact with secretion from infected eyes. Period of communicability - while eye discharge is present. Exclude from school until discharge from eyes has ceased.

### Impetigo - School Sores

Cause - contact with infected person. Incubation period 1-3 days. Period of communicability - until sores are healed. Exclude from school until effective treatment (including the proper use of occlusive dressings) has been instituted.

### Measles

Cause - spray or droplet infection, or indirectly through articles freshly soiled by discharges from nose or throat of infected person. Incubation period 7-21 days (usually 10-14). Period of communicability - from 5 days before, to 5 days after the appearance of rash. Exclude for 13 days all contact children under 12 years of age who have no documentary evidence of immunisation to measles.

### Mumps

Cause - spray or droplet infection, or indirectly through articles freshly soiled by discharges from nose or throat of infected person. Incubation period 14-21 days. Period of communicability 2-3 days before and duration of swellings. Exclude from school. Re-admit on medical certificate of recovery.

### Rubella

Cause - spray or droplet infection or indirectly through articles freshly soiled by discharges from nose or throat of infected person. Incubation period 9-12 days (usually 14) Period of communicability from 3 days before to at least 4 days after the onset of symptoms or rash. Exclude from school. Re-admit on recovery.

**Children should be fully immunised before starting school.**

### Recommended Schedule for Childhood Immunisation

Age	Immunisation	Against
2 months	Triple Antigen	Diphtheria, tetanus and whooping cough
	Sabine Vaccine	Polio
4 months	Triple Antigen	Diphtheria, tetanus and whooping cough
	Sabine Vaccine	Polio
6 months	Triple Antigen	Diphtheria, tetanus and whooping cough
	Sabine Vaccine	Polio
12 months	Measles/mumps and Rubella vaccine	Measles, mumps and Rubella
18 months	Triple Antigen	Diphtheria, tetanus and whooping cough
5 years	Combined diphtheria, tetanus vaccine (CDT)	Diphtheria and tetanus
	Sabine vaccine booster	Polio

### Recommended Schedule for Adolescent and Adult Immunisation

Age	Immunisation	Against
12-13 years	Combined Diphtheria tetanus vaccine (ADT)	Diphtheria and tetanus
School year 8	Rubella vaccine	Rubella (German Measles)
Every 10 years	Tetanus toxic	Tetanus