Welcome to Westminster Education Support Centre
An Independent Public School

On behalf of everyone at Westminster Education Support Centre I would like to take this opportunity to welcome you all to our school. In brief, we are an excellent learning community with an absolute determination to focus on continued improvement in all that we do.

At Westminster Education Support Centre we believe that everyone has an integral part to play in ensuring our high standards are met and exceeded time after time. Ours is a dynamic and vibrant school which provides a rich and relevant curriculum which is responsive to the needs of each individual in a supportive, safe, stimulating and inclusive environment.

I’m sure that this Handbook will give you a flavour of what our school has to offer and we look forward to seeing you soon.

Gary Hobson
Principal

Our Beliefs and Values

At Westminster ESC we believe that all students are capable of learning and achieving individual outcomes.

- We support students by scaffolding concepts and adapting programs to give them the best opportunities to grow in confidence and to achieve at a level that is developmentally appropriate.
- Through individualised programs we are able to move the students along their continuum of learning.
- With encouragement and support, students are able to participate in all learning areas and achieve their individual outcomes.
- By learning relevant life skills students are enabled to participate and contribute in the wider community with confidence and dignity.
Our Inclusive Centre was established in 1985 and we have a strong reputation for meeting the needs of our special needs students, both through individual education programs and through integration. We have air-conditioned classes in a new building within the Primary School grounds and work in close conjunction with the mainstream staff to produce the best outcomes for your child.

We are proud to offer excellent programs which are tailored to the needs of your child.

- Integration and Social Skills;
- Academic Skills;
- Community Access;
- Life Skills; and
- Recreational Skills

We also welcome your input as parents and carers of the children and look forward to working together as a team. **Together we can make a difference.**

### TERM DATES FOR YEAR 2017

<table>
<thead>
<tr>
<th>Semester One</th>
<th>Term 1</th>
<th>Wednesday 1st February</th>
<th>-</th>
<th>Friday 7th April</th>
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<tbody>
<tr>
<td></td>
<td>Term 2</td>
<td>Monday 24th April</td>
<td>-</td>
<td>Friday 30th June</td>
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<tr>
<td>Semester Two</td>
<td>Term 3</td>
<td>Monday 17th July</td>
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<td>Friday 22nd September</td>
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<td>Term 4</td>
<td>Monday 9th October</td>
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<td>Thursday 14th December</td>
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### OFFICE HOURS

8.30am - 3.30pm Monday to Friday

Registrars

Ms Suzette Boeyen and Mrs. Beth Carmody

If our telephone is unattended please leave a message on the answer machine and we will return your call as soon as possible.
SCHOOL HOURS

<table>
<thead>
<tr>
<th>Junior Primary School, Senior Primary School and ESC</th>
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<tr>
<td>First Bell</td>
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<tr>
<td>Morning Recess</td>
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<tr>
<td>Lunch</td>
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<tr>
<td>Home Bell</td>
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<td><strong>8.51am</strong></td>
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<td><strong>10.30 – 10.50</strong></td>
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<td><strong>12.25 – 1.00</strong></td>
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<td><strong>3.00pm</strong></td>
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ESC KINDERGARTDEN
Parents will be notified of attendance days and times

The students will commence school for 2017 on **WEDNESDAY 1ST FEBRUARY**

SCHOOL DEVELOPMENT DAYS FOR TEACHERS 2017

- Monday 30th January
- Tuesday 31st January
- Monday 24th April
- Wednesday 26th April
- Friday 2nd June
- Friday 15th December

Please put these dates in your diary and plan early for PUPIL FREE days.
PARENT/STAFF CONTACT

We encourage parents to contact us at any time and appointments can be made to discuss any issue at length. A recent survey showed that parents were in strong favour of communication books and telephone calls should we need to contact each other. Due to bus transport we often miss out on incidental or informal contact, so any information or questions you have are always welcome.

PARENTS AS PARTNERS

The following areas enable parents to have an input into the school program and involvement in school activities.

- **Individual Education Program Endorsement**
  Parents are invited to meet with teachers early in the year and at the end of Semester 1 to discuss student learning programs.

- **School Board**
  This group represents the parents of children enrolled in the E.S.C. It enables the community to be involved in the setting of priorities and budgets to reflect the needs of our children.

- **P & C Association**
  This Association covers Junior, Senior and Education Support Centre Schools and meeting dates are advertised in school newsletters.

- **Assembly**
  Parents are welcome to come along to school assemblies. Your newsletters will give days, times and host class information.

- **“Special Days”**
  These include special assemblies, Expo Day, Sports Day, NAIDOC Day, Christmas Pageant, whole school excursions and Year 6 Graduation.
SPECIAL PROGRAMS

Our Centre specialises in programs that complement the regular curriculum and extend across the Curriculum Framework. These include:

- Social Skills
- Life Skills
- Community Access Program
- Outdoor Education (e.g., Sports Carnivals, Disabled Olympics, Picnic and Park Venues)
- Relaxation Techniques
- Fundamental Movement Skills and Sports Ability
- Cooking
- Music

INTEGRATION

All children who are enrolled in the Centre are included in the mainstream environment. We share mainstream school facilities including Library, Playground and Art Room. Our students participate in school assembly and excursions and are encouraged to become involved in everyday school life as much as possible. Careful consideration of the needs of each child allows for purposeful integration across learning areas. Mainstream and ESC staff work in partnership to support an effective inclusive setting.

SEMESTER REPORTS

The ESC provides detailed written reports based on student Individual Education Programs linked to the Australian Curriculum in Terms 2 and 4. Parents are invited to an informal meeting to discuss their child’s progress with school staff.

IN-TERM SWIMMING 2017

In Term 1, a series of 10 consecutive lessons will be offered to students Pre Primary to year 6 at the Balga Leisure Park. The dates booked are **MONDAY 13TH MARCH - FRIDAY 24TH MARCH**. Parents will be advised of costs involved early in Term 1.
CANTEEN ORDERS

Lunch bags on which parents are to write the item/s required are available in the classrooms or from the canteen. Money is to be made secure in the bag and placed in the lunch bucket (found in each classroom) in the morning before school, or register online [www.ouronlinecanteen.com.au](http://www.ouronlinecanteen.com.au) for a convenient way to order.

LIBRARY

We have access to excellent, well-stocked and air-conditioned Library Resource Centres, in both the Junior and Senior Primary Schools and our children are encouraged to make good use of the facilities.

FINANCE

The Centre is mainly funded through the Student Centred Funding System, and is also supplemented with additional funding from a variety of other sources, such as P & C donations, grants, bank interest and from:

| Voluntary Contributions and Charges for Year 2017 | $20.00 for 1 child | $25.00 for 2 children | $30.00 for 3 or more children |

*Reduced amounts apply for holders of a Health Care/Pension card and progress payments are accepted $15 / $20 / $25
Fees are payable at the school office.*

MONEY

If your child needs to bring money to school for lunch or excursions, please bring it in an envelope labeled with your child’s name and room number.

Any other money (other than for purposes stated above) or valuable items should not be brought to school.

STATIONERY

The ESC supply stationery, paper and workbooks for our students. It is requested that Parents provide basic equipment – a pencil case and other requirements such as glue, scissors, pencils and a ruler to allow students a sense of independence and ownership.
SCHOOL OPERATIONAL PLAN

The School Operational Plan is the means by which the school can show its effectiveness in improving its outcomes. It is a formal statement containing information on the intended priorities, special focus areas and budget for the current year.

The areas of Numeracy, Literacy and Social Skills continue to be an ongoing focus of the Centre’s curriculum. Following a detailed review of our school plans and responses from community surveys the staff and our school board have identified the following as priority areas for 2017:

- Functional Literacy and Numeracy
- To learn with Information and Communication Technology
- To develop Independent Living Skills, Inter-Personal and Social Skills
- To incorporate Music, Brain-Gym and Skills for Physical Activity into the weekly program
- Australian History

SCHOOL ANNUAL REPORT

This public document is produced each year and aims to give the community a clear sense of the standards achieved and the Centre’s effectiveness in reaching the objectives set out in the school plan.

STAFF MEETINGS

These are held out of school hours, twice each term.

DUTY OF CARE

Please make every effort to keep children at home if they are unwell as they often become distressed. Children who become ill will be cared for until parents are notified. Occasionally, despite precautions, accidents happen. Minor injuries are treated by our First Aid Officer but if serious the parent will be notified or the child taken home. If this is not possible, the child will be taken to the Doctor indicated on the Admission Card or to Princess Margaret Hospital.

NOTE

It is essential parents provide emergency contact numbers and notify the school immediately of any change of phone number or address.
ABSENCE FROM SCHOOL

A note or telephone call (verbal) is required for all student absences. Notes should be signed by the parent/carer or guardian. Written permission must be given if a child is to be collected during the day and then must be signed out in the ESC Office. A Doctor’s Certificate is required for prolonged absences. Students arriving late to school must report to the ESC Office to be issued with a LATE NOTE to hand to the class teacher.

SECONDARY SCHOOL

Education Support continues for your child in Secondary School and there are Education Support facilities in several local Secondary Schools, including Mirrabooka, Duncraig, Balga, Balcatta and Girrawheen Senior High Schools. Arrangements are made in conjunction with parents/caregivers so that there is a smooth transition from Year 6 to High School.

SUPPORT SERVICES

- **Education Assistants**
  Each year our Education Assistants are offered training and up-skilling as required to meet the needs of the changing cohort of students.

- **School Psychologist**
  This service is provided by the Department of Education to work with students at the request of staff or parents. An intellectual assessment is carried out prior to enrolment, and this forms the basis for placement and educational management of your child. Assessments may also take place at other times. The Psychologist plays an active role in behaviour management and emotional support.

- **School Nurse**
  The School Nurse is able to visit the Centre for routine screening in hearing and vision and attends to issues raised by staff and parents.

- **First Aid Officer**
  The ESC has appointed a staff member, trained in Primary Ambulance Care, to be our First Aid Officer. Minor incidents are dealt with at the school level and parents are contacted if necessary.

- **Therapists**
  External Agencies visit the school to provide therapy to students within the normal learning environment. Therapies can include but are not limited to, physiotherapy, occupational therapy and speech therapy. Programs are shared with parents and teachers so that follow-up can be maximised.

- **Pastoral Care**
  All staff are actively involved in the pastoral care of your child to ensure that your child is happy, safe and achieving to the best of his/her ability. This care is coordinated by the ESC Principal and plays a vital role in this aspect of school life.
SCHOOL UNIFORMS

We actively encourage the wearing of our uniform.

BOYS  Gold T-shirts and Royal Blue “Stubbies” shorts. Royal Blue jumper in winter or Royal Blue Windcheater. Blue and Gold tracksuit is acceptable. Royal Blue slouch hat for summer.

GIRLS  Royal Blue skort, shorts and permanently pleated wrap-round skirt.

Gold T-shirt. Windcheater and tracksuit as above. Royal Blue jumper/cardigan as for boys. Royal Blue slouch hat for summer.

The above school uniform items are all available from the Uniform Shop conducted by volunteers from the P. & C. in the Under-cover area next to the school canteen between 8.30AM and 9.30AM on WEDNESDAY MORNINGS.

Special Uniform Shop times for start of the school year:

- **Friday 27th January**  
  9am until noon
- **Week 1**  - Wednesday 1st Feb until Friday 3rd Feb  
  8.30am until 10am
- **Week 2**  - Monday 6th Feb until Friday 10th Feb  
  8.30am until 10am

**NOTE**  
In the interests of children’s safety and protection:

- Throughout the year children are required to wear a hat/cap. A policy of “no hat – no play” applies.

- Thongs are dangerous and are only permitted for wearing to swimming lessons. Closed shoes, preferably joggers, are appropriate for school

Your child’s name should be clearly marked on their school bag, lunchbox, school equipment (pencils, ruler etc) and all clothing, particularly shoes, raincoats and hats.
TRANSPORT

Special bus transport is available upon application to the W.A. Public Transport Authority (School Bus Services). We are happy to support all applications.

Applications for transport on the Orange School Bus Service can be made on-line www.schoolbuses.wa.gov.au Follow the PARENTS tab and choose CHILD ATTENDING EDUCATION SUPPORT for the necessary information and application form.

Should you be successful in gaining a place on the School Bus you will be contacted by the Bus Driver who will inform you of the pick-up and drop off times. You will also be allocated a Family I.D. which you will need to use for any further contact on-line with Bus Services.

You may be eligible for a Conveyance Allowance if your child/children do not gain a place on the bus. Further information is available on the above website.

If at any time your child/children will not be attending school, it is requested that you notify the Driver as soon as possible so he does not call unnecessarily.

Once your child/children have been formally placed on the school bus system they must bring written permission from you if they are not traveling home on the bus. If written permission is not received at the Centre, your child/children will be placed on the bus as usual.

Your child/children are to be ready and waiting outside the front of their home 5 minutes before pick-up time in the mornings.

It is the children’s responsibility to exercise self-discipline and to behave themselves and remain seated during the journey on the bus. If bad behaviour is reported to this Centre, children can, and will, be suspended from using the bus for a period of time. Please discuss this with your child/children.

If you have any queries regarding the bus service please call the School Office during office hours (see page 2 for times) or visit website www.schoolbuses.wa.gov.au
MEDICAL

Please keep us informed, for appropriate action, about any infectious diseases in your family or any long-term medical conditions about which we should know.

WHEN DO YOU KEEP YOUR CHILD HOME?

INFECTIONOUS DISEASES

- **Head Lice**
  Children with live lice are excluded from school until the day after their hair has been treated. This includes shampooing with an approved lotion and combing out most of the eggs. Long hair should be tied back to minimise cross infection.

- **Ringworm**
  Exclude until child has received antibiotic treatment for 24 hours.

- **Conjunctivitis**
  Cannot attend school until discharge from eye ceases.

- **Chicken Pox**
  Cannot attend school for at least 5 days after rash appears, even if well, unless with a medical certificate and until crusts form.

- **Measles**
  Cannot attend school for 4 days from appearance of rash.

- **Mumps**
  Cannot attend school 9 days from onset of symptoms.

- **Impetigo (School Sores)**
  Excluded 24 hours after antibiotic treatment commenced. Lesions covered with waterproof dressing.

(Information supplied by the Department of Health)
POLICY FOR ADMINISTRATION OF MEDICATION AT SCHOOL

Where possible, parents should ask their doctor if prescribed medication can be taken out of school hours. Where this is not possible, the following procedure must apply:

If you require medication to be administered during school hours, forms are available from the office and we ask parents to co-operate with these requirements.

- **No medication, either prescribed or “over the counter” (cough mixtures, creams etc), can be given unless accompanied by the above forms.**

- **Medical Action Plan**
  If your child has a medical condition that may require urgent action, please ensure the child’s teacher is supplied with an Emergency Action Plan. The office can supply this form.

**AND FINALLY…..**

We hope that your child’s stay at Westminster Education Support Centre will be a happy and productive one and we look forward to working together with you to achieve the very best for your child.

Mr G Hobson
PRINCIPAL
# SOME IMPORTANT TELEPHONE NUMBERS

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<thead>
<tr>
<th>Service</th>
<th>Contact Information</th>
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<tbody>
<tr>
<td>Westminster Education Support Centre</td>
<td>Ph 9349 1344</td>
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<tr>
<td>Westminster School Canteen</td>
<td>Ph 9349 3705</td>
</tr>
<tr>
<td>Dental Clinic (Primary School)</td>
<td>Ph 9345 3331</td>
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<tr>
<td>North Metropolitan District</td>
<td>Ph 9285 3600</td>
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<tr>
<td></td>
<td>Fax 9285 3730</td>
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<tr>
<td>Education Security</td>
<td>Ph 9264 4771</td>
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<td></td>
<td>Fax 9264 4632</td>
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## WESTMINSTER ESC WEBSITE

[http://www.westminsteresc.wa.edu.au](http://www.westminsteresc.wa.edu.au)

Parents are urged to telephone Education Security or the Police, on the above numbers, should they see or hear any suspicious behaviour on the school site during holidays or out of school hours.

**PLEASE KEEP THIS BOOKLET FOR YOUR FUTURE REFERENCE**