

# INFORMATION BOOKLET



## WESTMINSTER EDUCATION SUPPORT CENTRE 2018



Westminster Education Support Centre



**AN INDEPENDENT PUBLIC SCHOOL**

# WESTMINSTER EDUCATION SUPPORT CENTRE

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.

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
-  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.**

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  
Westminster Education Support Centre

# WESTMINSTER EDUCATION SUPPORT CENTRE

30 Marloo Road  
Westminster WA 6026  
Phone: 08 9413 5000

Email: [Westminster.ESC@education.wa.edu.au](mailto:Westminster.ESC@education.wa.edu.au)  
Website: <http://www.westminsteresc.wa.edu.au>

## School Hours ESC

First Bell	8.51am
Recess	11.00 – 11.20am
Lunch	12.50 – 1.30pm
Home Bell	3.00pm

## ESC KINDERGARTEN

Kindy A: Mondays and Thursday. Alternative Wednesdays 8:51 – 3pm  
Kindy B: Tuesdays and Fridays. Alternative Wednesdays 8:51 – 3pm

## Office Hours

8.30am to 3.30pm Monday to Friday

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

## Term Dates

Term 1	Wednesday 31 <sup>st</sup> January	-	Friday 13th April
Term 2	Monday 30th April	-	Friday 29th June
Term 3	Tuesday 17th July	-	Friday 21st September
Term 4	Tuesday 9th October	-	Thursday 13th December

## School Development Days

**Students do NOT attend these days**

Monday 29<sup>th</sup> January  
Tuesday 30<sup>th</sup> January  
Friday 1<sup>st</sup> June  
Monday 16<sup>th</sup> July  
Monday 8<sup>th</sup> October  
Friday 14<sup>th</sup> December

## Public Holidays for 2018

1st January	Monday	New Year's Day
26th January	Friday	Australia Day
5th March	Monday	Labour Day
30th March	Friday	Good Friday
2nd April	Monday	Easter Monday
25 April	Wednesday	Anzac Day
4 June	Monday	WA Day
24 Sep	Monday	Queen's Birthday
25 Dec	Tuesday	Christmas Day
26 Dec	Wednesday	Boxing Day

## SCHOOL MOTTO

The motto “Respecting Diversity” reflects the independent and community focus of Westminster Education Support Centre. 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.



## SCHOOL VISION

We inspire all students in a supportive environment and encourage opportunities for success.



## PARENT COMMUNICATION

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.

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

### **School Board**

Westminster Education Support Centre has a school board made up of parents, community members and staff. The responsibilities of an Independent Public School Board are to:

-  Work within the Department of Education's relevant legislation and regulations.
-  Contribute to the School Delivery and Performance Agreement and the Business Plan.
-  Endorse and review the annual budget and review the performance of the school.
-  Create interest in the school within and across the community.
-  Approve fees, charges, contributions and items of personal use.
-  Approve extra cost optional components of programs.
-  Liaise with other committees within the school.

The structure of the School Board includes the Education Support Centre Principal, Staff members, Parents and Carers, Business industry and community members.

### **P & C Association**

This Association consists of a group of parents who assist the school with social, community educational and fundraising activities. Our P&C covers the Junior, Senior schools and Education Support Centre at Westminster and meeting dates are advertised in school newsletters.

### **Assemblies**

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

### **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. The report can be viewed on [westminsteresc.wa.edu.au](http://westminsteresc.wa.edu.au).

### **Communication Book**

Every student at Westminster Education Centre has an individual communication book. These books provide effective communication between home and the Education Support Centre. The books are sent home daily and provide parents with important dates, events, and general information related to your child, their class and Centre.

## TEACHING AND LEARNING

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
- 📖 Jiggle/Jump Jam
- 📖 Social Clubs

### PARENT TEACHER MEETING

Parents are invited to meet with teachers early in the year and at the beginning of Semester 2 to discuss their child's learning programs. Each student has an Individual Education Plan which is written in collaboration with parents and other relevant people such as therapists. The Individual Education Plan outlines academic, social, and emotional goals which will be focused on during each semester.

### 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.

### SPECIAL DAYS

These include special assemblies, Expo Day, Sports Day, NAIDOC Day, Christmas Pageant, whole school excursions and Year 6 Graduation.

### 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 19<sup>TH</sup> MARCH - THURSDAY 29<sup>TH</sup> MARCH.** Parents will be advised of costs involved early in Term 1.



## SCHOOL CONTRIBUTIONS

The Majority of the Centre's funding comes through Schools Resourcing, and is also supplemented from a variety of other sources, such as P & C donations, grants, bank interest and also from Voluntary Contributions and Charges.

### Voluntary Contributions and Charges 2018

\$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 for 1 child  
\$20 for 2 children  
\$25 for 3 or more children

These voluntary contributions from families are vital to provide access to extra facilities and learning materials for your child. Please pay your contribution early in the year so additional learning opportunities can be presented. Payment can be made by cash or cheque. 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.**

### STATIONARY

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.



# GENERAL INFORMATION

## 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 Dianella, 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.

## SCHOOL UNIFORM

**We actively encourage the wearing of our uniform.**

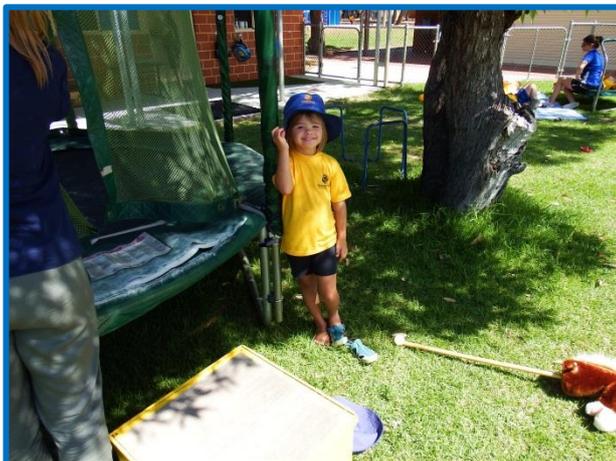
- BOYS** Blue and Gold Polo shirt and Royal Blue shorts. Royal Blue jacket or Windcheater and pants in winter and a Royal Blue slouch/bucket hat.
- GIRLS** Blue and Gold Polo shirt and Royal Blue skirt, shorts or permanently pleated wrap-round skirt. Royal Blue jacket or Windcheater and pants in winter and a Royal Blue slouch/bucket hat.

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.

They are open: **8.30AM to 9.30AM on WEDNESDAY MORNINGS.**

## 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.



## SUPPORT SERVICES

### Education Assistants

Each year our Education Assistants are offered training and professional learning as required to meet the needs of our 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.

### Dental Therapy Centre

Children from Westminster Education Support Centre use the Dental Therapy Centre on Site. This is a free service with the purpose of providing a continuous preventative dental service for each child enrolled at this school.



# 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](http://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](http://www.schoolbuses.wa.gov.au)



# STUDENT HEALTH

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. Please do not send your child to school if they are sick. Sick or injured students who are unable to return to class will be sent home.

## WHEN DO YOU KEEP YOUR CHILD HOME?

### **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)**

Cannot attend school for 24 hours, after antibiotic treatment commenced. Cover lesions with waterproof dressing.

### **Gastroenteritis**

Cannot attend school for 48 hours, after diarrhea and vomiting has stopped.

(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 which needs to be completed by your doctor.

## CONTACT NUMBERS

### Westminster Education Support Centre

Phone: 9413 5000

E-mail: [Westminster.ESC@education.wa.edu.au](mailto:Westminster.ESC@education.wa.edu.au)

WEBSITE: <http://www.westminsteresc.wa.edu.au>

### Westminster School Canteen

Phone: 9349 3705

### Westminster School Canteen – order lunches on-line

[www.ouronlinecanteen.com.au](http://www.ouronlinecanteen.com.au)

### Dental Clinic (Primary School)

Phone: 9345 3331

### North Metropolitan District Education Office

Phone: 9285 3600

Fax: 9285 3730

### Education Security

Phone: 9264 4771

Fax: 9264 4778

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**