



MERRIWA EDUCATION SUPPORT CENTRE

An Independent Public School

'LEARNING FOR LIFE'

Parent/Carer Information Booklet 2017



Dedicated and passionate staff providing learning programs for children with disability and special learning needs

School Terms

| | | |
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| Term One | Wednesday 1 February | Friday 7 April |
| Term Two | Wednesday 26 April | Friday 30 June |
| Term Three | Tuesday 18 July | Friday 22 September |
| Term Four | Monday 9 October | Thursday 14 December |

Pupil Free / Staff Development Days

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|------------------------|----------------------|-----------------------|
| Monday 24 April | Friday 2 June | Monday 17 July |
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Public Holidays

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| Australia Day | Thursday 26 January |
| Labour Day | Monday 6 March |
| Good Friday | Friday 14 April |
| Easter Monday | Monday 17 April |
| Anzac Day Holiday | Tuesday 25 April |
| WA Day | Monday 5 June |
| Queens Birthday | Monday 2 October |
| Christmas Day | Monday 25 December |
| Boxing Day | Tuesday 26 December |

Principal: Karen Macri **Manager Corporate Services:** Maxine Russ and Kylie Mantell
School Officer: Lyn Smart
67 Baltimore Parade, Merriwa WA 6030

Phone: 9305 9897

Email: Merriwa.ESC@education.wa.edu.au

Website: www.merriwaps.wa.edu

WELCOME TO MERRIWA EDUCATION SUPPORT CENTRE



We believe that school should be a happy and rewarding time for both parents and children. If at any time you find that it is not so, please do not hesitate to let us know.

We look forward to another productive and successful year, and encourage all parents to become involved in all that the school community has to offer.

OUR VISION AND ETHOS

To provide purposeful and relevant learning programs that support the individual towards enabling meaningful participation in the community. An outcomes focused curriculum delivered in a supportive, safe, stimulating and inclusive learning environment ensures the development of academic, social, creative and physical skills while fostering independence in each child.

Our programs provide an environment that:

- Values your child as an individual
- Identifies the strengths and nurtures the giftedness of your child
- Assesses and monitors the progress of your child using latest technologies
- Creates learning environments that are developmentally appropriate to ensure success for your child
- Builds learning on a solid foundation of numeracy and literacy
- Recognises the preferred learning styles of your child
- Uses new technologies in all learning areas
- Celebrates and respects diversity

ABOUT THE CENTRE

The purpose of the Merriwa Education Support Centre is to cater for children with diverse learning needs. Primary aged students are enrolled in the centre through a process of assessment and placement by the Regional Student Services team. Parental choice and involvement is an essential part of the placement process.



Merriwa ESC works closely with the Merriwa Primary School. The education support students share the same facilities, wear the same uniform and are included with the primary school for many activities.

The ESC classrooms are located within the primary school buildings to increase integration opportunities and to encourage peer socialisation.

The majority of our students live close to the ESC – Merriwa, Clarkson, Mindarie, Ridgewood and Quinns Rocks, although some travel from Yanchep and Kinross.

A contract bus is available to provide free door-to-door transport and is financed by School Bus Services, Public Transport Authority. This service is specifically for students who have not yet attained the skills to safely travel to and from school by public transport. Eligibility to travel on the contract bus is determined through an online application through School Bus Services at www.schoolbuses.wa.gov.au

EARLY INTERVENTION PROGRAM

The Centre also conducts a two year early, intensive, intervention program for kindergarten and pre primary students diagnosed with Autism Spectrum Disorder. The program utilises Applied Behaviour Analysis (ABA) which is an internationally recognised approach to understanding and changing behaviour. The EI program has proven to be beneficial intervention for children with Autism. Eligibility is determined by detailed paediatric assessment.

VISITORS

All visitors are asked to check in at the ESC office and fill out our 'Visitors Register' before proceeding onto the school grounds. This is a security measure.

Please note: All parents who assist in classrooms are required to complete a 'Confidential Declaration' form. Volunteers and staff are required to meet the Working with Children Check requirements.

2017 STAFFING

Our Principal, Mrs Karen Macri, five classroom teachers and two support teachers staff the centre. Disability Resourcing enables us to employ three education assistants for each classroom to support student learning programs.

Mrs Kylie Mantell and Mrs Maxine Russ share the position of the ESC Manager Corporate Services. Kylie is available from Monday to Wednesday and Maxine is available from Wednesday to Friday.

Lyn Smart is the ESC School Officer, working on Fridays.



THE SCHOOL PROGRAM

The subjects offered at the Centre cover the same curriculum learning areas, which are available in all government primary schools. These being:

- Arts
- English
- Health and Physical Education
- History
- Humanities and Social Sciences
- Languages (LOTE—AUSLAN)
- Mathematics
- Science
- Technologies

2017—2019 SCHOOL PRIORITIES

- Literacy
- Numeracy
- Communication
- Health and Wellbeing
- Promoting Independence

PLANNING FOR YOUR CHILD'S NEEDS

Every education support child has an Individualised Education Plan (called an IEP), which is finely tailored to meet the needs of each student. Parents are invited to have input into this plan, which forms the basis of the child's learning program. During the early weeks of first term, parents will be invited to an interview to help teachers design an education plan for your child's specific needs.

An IEP review will occur at the beginning of term 3. At this meeting you will be asked to reflect on the previous semester's objectives and assist in setting new goals for your child.

Many of the teaching strategies used in this Centre provide highly structured lessons. In this way the children are given many opportunities to practise their skills. Skills are then consolidated using cooperative learning strategies. An 'integrated curricula' or thematic approach is also used by classes throughout the centre. Learning areas covered by each of these topics include: The Arts, English, Health and Physical Education, Languages, Maths, Science, Humanities and Social Science, Technologies, and also incorporate the use of technical equipment such as iPads, interactive whiteboards, computers and digital cameras.

INTEGRATION

Your child may be allocated a primary class of children the same age. This class will be the one with which most integrated activities will be carried out. The amount of time that an education support child spends with a primary class depends on the needs of the individual. Our aim is to provide integration experiences, which emphasise the quality rather than the quantity of time spent together. Not only do the children from the ESC spend time in the primary classes, but also some primary children are offered temporary positions within the Centre to enable them to improve their skills in particular areas.

VOLUNTARY CONTRIBUTIONS - \$40/Child

Your voluntary contributions provide teachers with the opportunity to provide an enriching experience for your child. We rely on every parent/carer contributing to support their child's education. It would be appreciated if your contributions could be paid at the beginning of the 2016 school year. Monies collected via contributions are used to fund:

- Materials and resources used in Art, Music, Drama and Cooking \$20.00
- Sensory Resources \$5.00
- Literacy Resources \$5.00
- Phys Ed Resources \$5.00
- Maths Resources \$5.00

If parents have difficulty in paying any costs, please contact the Principal or Manager Corporate Services to make confidential alternative arrangements.

Additional charges that may occur throughout the year include;

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| Swimming | maximum | \$ 50.00 |
| Interschool Sport | maximum | \$ 10.00 |
| Incursions/Excursions | maximum | \$100.00 |
| Year 6 Day Camp activities | maximum | \$150.00 |
| Classroom Activities | maximum | \$ 50.00 |
| Community Access Program | maximum | \$150.00 |



BEHAVIOUR MANAGEMENT POLICY

The Principal, Staff and Community of the Merriwa Education Support Centre believe that an essential part of educating our children for life is for every person to become responsible for his or her behaviour.

To encourage responsible behaviour, a code and a system of rights and responsibilities have replaced the traditional rigid set of school rules. expectations:

- I am respectful
- I am a positive thinker
- I am friendly
- I achieve

Our expectations are based on the following understandings:

Rights:

At Merriwa ESC all students have the right to learn and all teachers have the right to teach without being disrupted by others.

- At Merriwa ESC all students and staff have the right to be treated courteously and with respect.
- At Merriwa ESC all students and staff members have the right to work in a clean and safe environment.

Responsibilities:

- No student should interfere with any other student's learning or with any teacher's teaching.
- Students and staff members should treat each other with courtesy and respect.
- Students and staff members should strive to keep the school and its grounds safe and clean.

Behaviour Standards:

- Calling out, constant talking, lateness, misuse of equipment, unnecessary movement and all other forms of disruptive behaviour are examples of unacceptable behaviour at Merriwa ESC.
- Discrimination, bad language, bullying, screaming, yelling, pushing, physical and/or verbal aggression and bad manners are examples of disrespect that will not be tolerated at Merriwa ESC.
- Littering, running on paths, spitting, throwing objects, interfering with the property of others, misuse of toilet blocks and drinking fountains, eating and playing in areas which have been designated out of bounds, are examples of unacceptable behaviour.

Students and staff should behave in ways that honour their name, their class, their school and their community. Being neatly groomed, wearing the school uniform with pride, being well mannered, pleasant and courteous at all times are the forms of behaviour that are highly regarded as acceptable at Merriwa ESC. Parents/Carers have the right to share in their child's education by being informed of positive and negative developments.

In The Classroom

Inside the ESC classroom, the students are expected to abide by their class behaviour policy, together with any specific behaviour management programs, which may be designed for individual students. Individual behaviour management programs are written in discussion with parents, staff, and other involved people, such as the school psychologist. Behaviour management programs reflect the school's Behaviour Management Policy and incorporate strategies that provide for a consistent approach to managing problem behaviours while providing opportunities for the student to develop their skills in managing their own behaviour.

Parents are invited to discuss any serious behaviour management concerns they may have with their children at home. Troubling behaviour can often be most effectively managed when there is close cooperation between school and home.

SCHOOL – HOME COMMUNICATION

Every child in the Centre has a communication book. This is one of our most important and reliable ways of communicating with parents. Please read it every day, sign it and return the book to school each morning, as teachers will regularly check it.

REPORTING TO PARENTS

This year staff will be reporting to parents in various ways:

Term 1 – Interim Report

An informal summary of your child's social skills and work habits discussed in a teacher / parent/carer meeting.

Term 2 – Semester Report

A formal written report aligned with the IEP outlining your child's progress in all learning areas.

Term 3 – Alternative Reporting Procedure

Teachers may choose to send home a portfolio or photos of an activity, invite parents into the classroom for a learning journey or afternoon tea.

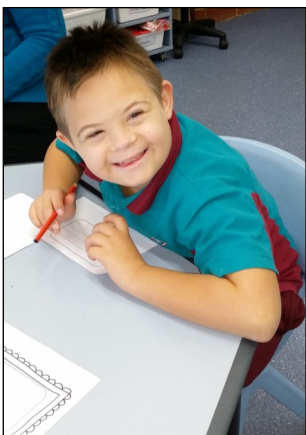
Term 4 – Semester Report

A formal written report aligned with the IEP outlining your child's progress in all learning areas.

PARENT CONTACT WITH THE SCHOOL

At Merriwa ESC we encourage you to make regular contact with your child's teacher. Please use the communication book. If you would like to see the teacher or principal, please ring the ESC on 9305 9897 to make an appointment. Mrs Karen Macri, the Principal, is very happy to discuss any matters of concern with you at any time.





EXCURSIONS AND MONEY COLLECTION

Any money for outings or events must go through the classroom teacher's money book. This prevents confusion and complies with Auditor requirements.

Permission to travel on excursions outside the school always requires a signed parental consent form which must be returned to the school before your child can attend.

Students are required to wear their school uniform when attending excursions.

BICYCLES

In conjunction with the Department of Education this campus has adopted the policy that children should not ride their bicycles to school, unless accompanied by a responsible adult, until attaining the age of 9 years. Bicycles are not to be ridden onto the school grounds. The wearing of an approved bicycle helmet is compulsory by law. Parents are strongly advised to provide their child with a chain or locking device for their bicycle with some form of identification.

STUDENTS' PROPERTY

It is suggested that children do not bring excessive amounts of money, any valuable, expensive toys, sports equipment, ipods or mobile phones to school as security cannot be guaranteed. Please assist in the security of your child's equipment and clothing by ensuring that all are clearly identified with the child's name.

DOGS ON THE SCHOOL PREMISES

Dogs are not permitted on school grounds. Parents are asked to ensure pets do not follow children to school. They can become a nuisance and sometimes a danger. Where dogs persistently create a menace the problem is referred to the City of Wanneroo Ranger.

DENTAL CARE

The on-site Dental Therapy Centre is part of the School Dental Service and provides dental treatment, at no cost, for school aged children, up to and including Year 11 students. Contact phone number for the Dental Therapy Centre is 9305 1272.

Specialist treatment is not available, but a referral to a specialist can be arranged if necessary. Over 90% of West Australian school children take advantage of the excellent service and treatment the School Dental Service provides. As a result, there has been a dramatic improvement in the dental health of West Australian children.

It is important that regular examinations are continued throughout high school, even if your child is attending a specialist, such as an orthodontist.

If it has been some time since your child's last dental visit, or you wish to enrol your child in the School Dental Service, please contact your local dental therapy centre.

For patients already enrolled in the Service, please ensure that we have your current address and telephone number.

HEALTH AND SAFETY ISSUES

Accidents To Children

Minor injuries or illness during the day are normally attended to at school. In more serious situations, every endeavour is made to contact the parent to arrange for the child to be collected from school.

In extreme emergencies the child may be taken to a doctor or hospital. Therefore it is most important that parents ensure that **EMERGENCY CONTACT NUMBERS** are kept up to date. These are kept on all Admission Forms and parents need to ensure that the ESC Manager Corporate Services is advised if telephone numbers and addresses change. It is imperative that the school has updated contact details

FIRST AID

The general procedure is to assist a child to become more comfortable and to return to lessons. Where the injury or illness is deemed to be beyond basic first aid, and in the case of head injury, parents may be contacted at home or at work.





HOMEWORK

This is not a priority for our students as they work intensively throughout the day. Homework requirements are individualised to the needs of each child and you are invited to discuss this matter with your child's teacher at any time. Please remember, homework is not necessarily written. One of the most important ways you can help your child is with home reading and quality communication time.

ASSEMBLIES

The ESC children take part in the primary school assemblies which are held every second Friday, beginning at 8.35 am. These involve all students and are run by individual classes on a rotation basis. Advice on assemblies will be published in the school newsletter previous to the assembly. Parents are invited to attend these assemblies. The alternate weeks have a shorter 'school briefing' assembly.

THE SCHOOL BOARD

The function of the School Board is to assist in establishing and reviewing the schools objectives, priorities and general policy directions. Members of the Board are elected from parents of the students, staff of the Centre and members of the local community. We share our School Board with the Primary School and meet during school time.

PARENTS AND CITIZENS ASSOCIATION

The Parents and Citizen's Association at our school has a very valuable role to play in the development of the school's resources and facilities. Its sole purpose is to assist the staff in providing a better education for our children. The ESC and the Primary School share the same P&C Association.

A hardworking parent body with its enthusiasm channelled through this organisation can only benefit the school.

All parents are invited to attend P&C meetings and to take part in activities organised by the group. New parents should feel welcome to volunteer to help in any way. Parents will be notified of date and time of meetings via the school newsletter. Meetings are held in the Conference Room on Tuesday afternoons at 1.30 pm in weeks 3 and 7.

LUNCH

Most students bring their lunch to school. Between 12.50 pm and 1.00 pm children will remain seated and eat lunch under the supervision of their teachers. Once they have finished eating, children can play in designated areas from 1.00 pm to 1.30 pm. Where necessary, EAs closely supervise identified students in the playground.

CANTEEN

We utilise an online canteen service which is available from Monday to Friday. Parents must place orders online www.ouronlinecanteen.com.au for their child before 9am. Orders can be placed in advance and online credit facilities are used to pay for orders.

The menu abides by the Traffic Light System and the Government Policy and Standards for Health, Food and Drink choices in Public Schools.

SCHOOL ABSENCES AND ATTENDANCE

Under Western Australian law, parents must send their children to school unless:

- they are too unwell
- they have an infectious disease
- the principal/classroom teacher is provided with a genuine and acceptable reason

You must advise the school within three working days why your child has not attended.

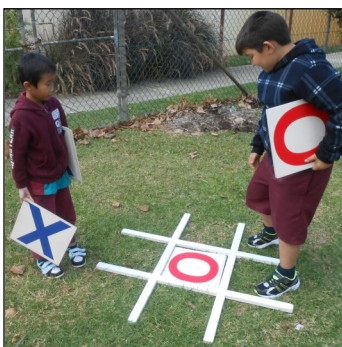
A brief written note, dated and explaining the absence needs to be provided to the classroom teacher on student's return.

If your child is reluctant or refuses to attend school, there is support available. Please contact the ESC office. If your child is late for school, you are required to visit the ESC office to sign in before your child attends his/her classroom.

Students are not permitted to leave the school grounds at any time during the school day without permission.

Parents needing to collect their children earlier than 2.40 pm are required to sign the 'Early Release Form' at the ESC office and collect a yellow slip to take to the child's classroom. Students cannot be released from class without this slip.

Children **should not** arrive at school before 8.10 am as classrooms will not be open while staff prepare for the day. There is no guarantee that students can be adequately supervised until the **classroom door is open at 8.20 am**. In exceptional circumstances where children have to arrive early, they are required to wait in the under-covered area where supervision is available from 8.10 am until 8.20 am.



MEDICATION

Staff are not permitted to orally administer medication to students without parent permission (eg, headache tablets, medicine etc). The Department of Education has guidelines for medication and parents are required to fill in documentation relating to medication that students need to take while at school. These forms are available from the ESC Registrar or Principal. Therefore, whenever there is any doubt at all, the problem is referred to the parents, who may make their own decision on the medical treatment required by their child.

Syringes and Needles

In the event of a student discovering a syringe on the school grounds or on the way to school, the student should inform the office. Under no circumstances is the child to pick up or dispose of a syringe or needle. Specific arrangements are in place to attend to such an occurrence.

Infectious Diseases

Sometimes children are sent to school when they are unwell. Teachers who are concerned as to the general well being of a student will confer with the Principal.

The following information on Infectious Diseases is provided for all parents.

Chicken Pox - exclude from school until recovered or until at least 5 days after the first eruption appears. Some remaining scabs are not an indication for continued exclusion.

Conjunctivitis - exclude from school until discharge from the eyes has ceased.

German Measles (Rubella) - exclude from school. Re-admit on recovery or at least 4 days after the onset of the rash.

Glandular Fever - exclusion not necessary.

Hepatitis - exclude from school. Re-admit on medical certificate of recovery or on subsidence of symptoms, but not before seven days after the onset of jaundice.

Herpes: (Cold Sores) - exclude while lesions are open and weeping.



Impetigo (School Sores) - exclude from school until effective treatment (including proper use of occlusive dressings) has been instituted.

Measles - exclude from school. Re-admit on medical certificate of recovery, or at least 4 days from the appearance of the rash if well.

The Department of Education's Health Policy states:

'Unimmunised students are to be excluded for 14 days after the last report of a student with measles in the school. If unimmunised contacts are vaccinated within 72 hours of their first contact with the first case they may return to school. If immunisation information is not provided, the student is treated as unimmunised'.

PARENTS ARE ASKED TO NOTIFY THE SCHOOL IMMEDIATELY A DIAGNOSIS IS CONFIRMED BY THEIR FAMILY DOCTOR

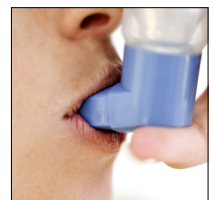
Mumps - exclude from school for at least 9 days after the onset of symptoms.

Pediculosis - Head Lice (Nits) - Infestation with lice has a significant influence on a student's emotional, social and educational development. Children with head lice are excluded from school from the day on which the school has detected infestation and exclusion should continue (usually a period of one day) until treatment has removed all adult head lice and only a few eggs are remaining. It is imperative that the removal procedures are kept up for the recommended period.

Ringworms - exclude from school until after treatment has commenced.

Scabies - exclude from school until effective treatment has been instituted. Family contacts will probably be infected and should be treated accordingly.

Whooping Cough (Pertussis) - exclude from school for two weeks from the onset of illness or 5 days after starting antibiotic treatment.





PARENT CAR PARKING

Parents picking up students after school are requested to take great care and to observe all traffic laws - stressing with children that they do not dart out between parked cars.

Parents are asked not to use the staff car park as a pick-up and drop-off area as this increases the chances of a child being injured by a car.

Students are not to walk through the Staff Car Park.

Disabled parking bays are provided in both car parks for those people who have a current ACROD sticker.

UNIFORMS

The wearing of the school uniform is strongly encouraged. Uniform items are available 7 days a week from Lowes at Ocean Keys in Clarkson. Merriwa Primary Schools receive 5% commission from all items purchased when you shop at this store. Any changes to this arrangement will be advised through the newsletter.

Recommended footwear throughout the year is sneakers or track shoes. Secured sandals can be worn in summer. Thongs and other open back shoes are not permitted.

SCHOOL HAT POLICY

In line with very strong recommendations from the Cancer Council of Western Australia, our school has adopted the **"No Hat-No Play"** policy. This means that for sport and physical education periods, our children will not be permitted to participate unless they are wearing a hat or approved headgear. During the lunch and recess breaks, children without hats will be directed to play in shaded areas, or in the covered assembly area. This is for the protection of your child. School hats are available from our uniform supplier.

LOST PROPERTY

Items of misplaced clothing are placed in the Administration Office in the first aid room. Parents should ensure that **clothing is clearly marked with the child's name** to ensure these can be returned if misplaced. Items not claimed after a period of time is forwarded to a charitable organisation.

SCHOOL HOURS

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| School commences: | 8.20 am |
| Recess: | 10.30 - 10.50 am |
| Lunch: | 12.50 - 1.30 pm |
| School Closes: | 2.40 pm |

Parents are reminded that students will not be supervised prior to 8.10 am and should therefore not be in the school grounds before that time.

BEFORE and AFTER SCHOOL CARE

Go Bananas provides before and after school care for Merriwa School families on the school site. Please contact the office for more information.

