



CANNING VALE EDUCATION SUPPORT CENTRE

Independent Public School

The Ramble, Canning Vale W.A. 6155 Phone: 9455 7500 Fax: 9455

School Policies

IMPORTANT INFORMATION

In this document we outline seven key whole campus school policies which the Education Support Centre are partied to:

<i>POLICY 1</i>	<i>UNIFORM</i>
<i>POLICY 2</i>	<i>MOBILE PHONES</i>
<i>POLICY 3</i>	<i>VIDEO AND FILM</i>
<i>POLICY 4</i>	<i>PRIVACY AND SECURITY</i>
<i>POLICY 5</i>	<i>POSITIVE BEHAVIOUR SUPPORT</i>
<i>POLICY 6</i>	<i>INFORMATION AND COMMUNICATION TECHNOLOGY</i>
<i>POLICY 7</i>	<i>DRUG AWARENESS</i>

In order to save you time and reduce the number of forms we send to you we have compiled the policies relevant to our school and presented them in a format that we hope will be easy to read, understand and confirm. While we acknowledge that it is impossible to pre-empt all permissions that will be required by the school for the school year, we are attempting to minimise the number of forms that need to be completed.

We are asking you (parent/guardians) to read each policy and then endorse (tick) each one on the Policies section located within this booklet. Please then sign once at the end of the Policies section.

Please return these sections to the Canning Vale Education Support office along with the completed Enrolment form.

If you have any enquiries regarding the Policies information or the Permission section please feel free to contact the school on 9455 4700 to speak with Dianne Harper, Principal.

Student Uniform – Policy 1

Policy Statement

At Canning Vale Education Support Centre all students will wear full school uniform.

Rationale

As part of the learning environment at CVESC it is very important that all students are dressed appropriately. This instils a sense of pride and excellence, and eliminates peer to peer competition about what everyone is wearing to school. Full school uniform also ensures that students can be easily identified to further enhance their safety while at school and during excursions and events outside of school. As such, the Principal is exercising the right under Occupational, Health and Safety to ensure that the wearing of the uniform is compulsory.

Policy Details

CVESC is proud of its tradition of a high standard of dress and personal presentation and therefore students will not be permitted to wear:

- Jewellery (except for cultural/medical reasons and with the permission of the Principal);
- Body jewellery except stud earrings;
- Temporary tattoos;
- Nail polish, or
- Make up.

Please, we ask you to assist your child/children to wear their hair away from their face, to tie long hair back, and to ensure your child/children wear suitable shoes to school; for example, flat sandals with back strap or lace up joggers. Shoes need to be worn at all times. Kindergarten and Pre Primary children are exempted because they need bare feet to climb safely.

CVESC has a "No Hat - No Play" policy that operates for the whole year. During recess and lunch breaks, children without broad brimmed (school green) hats will be directed to the covered assembly area. Please discuss this with your child/children.

Uniforms can be purchased from the school's uniform shop (managed by Permapleat). Details of the school uniform are available on the school's website www.canningvaleesc.wa.edu.au.

Please tick Policy 1 on the Policy Agreements form.

Student Mobile Phone – Policy 2

Policy Statement

At Canning Vale Education Support Centre the use of mobile phones by children on the school grounds is not permitted.

Rationale

It is accepted that, in some circumstances, parents give their children mobile phones to enable them to be in contact and to increase the feeling of safety. However, this requires parents, children and staff to take steps to ensure that mobile phones are used responsibly. Concerns we have about the use of mobile phones in schools that we want all parents to understand and discuss with their child/children include:

- Mobile phones can be disruptive to teaching and learning.
- Mobile phone functions are constantly evolving and currently include SMS or text messaging and image capture and image messaging – all of which may be used to bully. Digital bullying is insidious and powerful and can have very serious consequences for those who are the subject of the attack.
- Invasion of privacy is a major concern. The MMS capacity of newer phones means any person can be photographed, videoed or recorded unaware and without permission. This can occur at any time in any circumstance, for example in students' toilets. The possible inappropriate use of such images, which can also be digitally altered and enhanced, is a very real concern.

- With the capabilities that mobile phones have, security of children and adults, and security of confidential school information such as test information are potentially major issues.

Policy Details

If your child/children is bringing a mobile phone to CVESC they must abide by our Mobile Phone Policy. The policy applies during school time but also includes excursions, camps and extra curricula activities unless otherwise specifically requested. The Mobile Phone Policy requires that:

- When the student enters the school grounds, mobile phones are to be turned off and kept off when on the school grounds and while at off-site educational activities. The phone should be kept in the student's bag. Phones are not permitted to be used during break times.
- CVESC does not accept responsibility for damage, loss or theft of mobile phones.
- Mobile phones should not be used to contact parents during the day. In all cases students wishing to contact parents during the day must report to the office to be given permission to use a school phone.
- Mobile phones should not be used to capture images of any other student or staff member.
- Messages or internet transmissions that relate to any staff member or another student at the school must not be initiated or passed on.

Breach of Policy:

There will be consequences applied where students breach the Mobile Phone policy.

- The phone will be confiscated by a teacher, labelled with the student's name and handed to the school office. The phone may be picked up from the Principal by the child's parent at the end of the day. Parents/carers will be notified that the phone was inappropriately used during school time.
- Normal Behaviour Management processes apply to inappropriate use of the phone that relates to a staff member or another student. In most cases this will involve suspension as this is a serious breach of school rules.

Please tick Policy 2 on the Policy Agreements form and complete the Permission form (if appropriate).

Video and Film Permission – Policy 3

Policy Statement

At Canning Vale Education Support Centre parent/guardian permission will be sought if images or audio rated PG are to be viewed as part of a learning program.

Rationale

At CVESC we recognise that viewing and listening form a significant part of the curriculum. To connect students with the real world and make students more critically aware, teachers often wish to include, for example, the news and news commentary programmes, documentaries and advertisements. We are also aware that as parents you want to ensure that your child/children are not exposed to media that you deem inappropriate. Therefore, before introducing your child/children to media rated PG we will seek your written permission.

Policy details

Some viewing and listening programs may have a PG rating. It is therefore essential to have your written consent each time a PG rated program is shown to your child.

Most programs that enhance a learning program have a G rating.

Please tick Policy 3 on the Policy Agreements form.

Privacy and Security – Visual Images Permissions – Policy 4

Policy Statement

At Canning Vale Education Support Centre parent/guardian permission will be gained before using visual images of your child/children, such as photographs.

Rationale

CVESC will frequently use images of students in a variety of ways, for example, to recognise excellent achievement, inform parents and the local community of school matters, publicise events and to promote the school. From time to time we may also be asked to contribute to Education Department materials such as educational videos and the "School Matters" newspaper. CVESC also has an Internet site, which may result in your child's image potentially being accessed worldwide through the Internet.

Images of your child may be used in some or all of the ways listed below:

- School Website/CDROM/Video/Newsletters/Magazines or any medium, in relation to school activities.
- Promotional material for the Department of Education or CVESC articles for The West Australian/School Matters/Community Newspapers.

Policy details

We understand that you and your child/children's right to privacy is important. If we use an image of your child/children or that of any other child at CVESC only first names will be used. If the image is to be placed in a publication outside those listed above, individual permission will be asked from you. Where parents do not give approval the image will not be used.

At no time will your child's image be posted onto any form of social media by any member of the CVESC staff. This would constitute a breach of the Child Protection Policy and the Staff Code of Conduct and result in disciplinary action.

You are of course at liberty to withdraw your consent at any time by contacting the Principal in writing. The school address is: Canning Vale Education Support Centre, The Ramble, Canning Vale WA 6155.

Please tick Policy 4 on the Policy Agreements form and complete the Permission form (if appropriate).

Positive Behaviour Support – Policy 5

Policy Statement

At Canning Vale Education Support Centre our students will be encouraged and supported through positive teaching strategies including modelling by staff to demonstrate respect towards themselves, others and their environment.

Rationale

Our school community is committed to providing a healthy, safe and positive learning environment for our students. Learning appropriate behaviour at school and demonstrating it in the community is a top priority at our school and we use a consistent approach with a positive focus across the school to achieve this.

Policy details

We believe that all our students differing abilities should be acknowledged and built upon and that students should be given opportunities to engage productively in the learning process in a carefully structured, supportive, safe environment relevant to their individual needs. In this teaching and learning environment we believe that no individual student (or group of students) will deliberately infringe on the rights of others to learn. They will instead all develop resilience through the explicit teaching of the values of Self Respect, Respect for Others and Respect for the environment.

These values underpin our beliefs and we explicitly teach and facilitate appropriate behaviour using an Applied Behaviour Analysis (ABA) approach with a focus on positive interventions. The ABA approach operates on the principle that future occurrence of the behaviour, is dependent on the antecedents (what happens before the behaviour) and consequences (what happens after the behaviour).

Our School Community believes that:

- the worth and dignity of all people, and the rights and responsibilities of individuals must be recognised and valued,
- bullying is a totally unacceptable behaviour in any form,
- students can learn to accept responsibility for their actions, and
- rewards and consequences (natural preferable) should reflect actions

The management of student behaviour is a shared responsibility involving staff, parents and the student. Conflicts must be resolved in a positive and non-violent manner.

General conduct: all students are taught through a variety of pedagogies

- individual class and whole campus rules and procedures including
 - staying within the school boundaries;
 - not entering unattended classrooms or restricted areas without permission;
 - wearing the school uniform that includes a broad brimmed hat when outside;
 - treating themselves and others with respect, care and consideration, and
 - respecting the environment and the property of others,
- to actively engage in the teaching/learning process
- to follow all reasonable requests from teachers,
- To conduct themselves in a safe and responsible manner at all times at school and in the community.

Policy Protocols and Procedures:

- Staff model and promote the use of positive voices. They remain calm and objective when working with their students.
- Staff use explicit instruction regarding desired behaviours providing simple, clear and specific language, accompanied by visual cues where appropriate, to communicate behavioural expectations. Tasks are broken down to ensure success at every level.
- When student behaviour is considered appropriate and commendable, students will receive positive reinforcement immediately, with verbal praise of actions and individual, class or school reward systems applied accordingly.
- Students will be given opportunities to facilitate autonomy by allowing them to make choices when appropriate and offering encouragement when good choices have been made.
- Classroom staff discuss and plan how individual student's behaviour will be managed to ensure consistency. This will be shared with all staff.
- Green Respect Cards to highlight respectful actions of students given out regularly. Weekly at ESC assembly a student from each class is selected to be honoured for being respectful.
- Parents will receive ongoing communication regarding their child's behaviour through student communication books. The emphasis is to be as positive as possible.

Breach of Policy:

The modification of student behaviour in breach of these expectations is managed through a combination of the following strategies as deemed appropriate for the individual:

- Explicit instruction, redirection, visual cues of desired behaviours, social stories, behavioural scripts, role play, positive reinforcement of an incompatible or alternate behaviour, or intentional ignoring of the undesired behaviour. Waiting a student out to comply if all else fails is preferable to physical prompting.
- Immediate application of clear and reasonable consequences related to the behaviour, which the student is capable of understanding.

Continual failure to comply with instructions and procedures which also impacts on students and staff will be monitored with the use of Behaviour Frequency Records (Attachment one) and put on Integris by teachers. In addition, minor incidents that occur in the playground are reported by Education Assistants

to their teacher and the record (Attachment two) given to the principal at the end of each day.

Individual Behaviour Management Plans (Attachment three) will be developed for those students who are unable to respond to classroom and school reward systems, and continually breach rules. From baseline data collected by staff, these plans will be developed with the School Psychologist, parents and school staff, and with preferably one, (never more than two) behaviours to be considered for change at a time.

Please tick Policy 5 on the Policy Agreements form.

Information and Communication Technology – Policy 6

Policy Statement

At Canning Vale Education Support Centre information and communication technologies will only be used for learning related activities.

Rationale

Information and communication technologies are an every day part of school life. Students need to be protected from exposure to inappropriate online material or activities, to be aware of the risks associated with some online activities, and to adopt protective online behaviour. CVESC makes every reasonable effort to achieve this by educating and informing you and your child/children, as well as by putting measures in place to monitor and where appropriate restrict internet access.

Policy details

Staff supervision is essential to ensure child safety. Students must also accept responsibility by:

- ensuring that all communication using online services is related to learning or school activities;
- keeping passwords confidential, changing them when prompted, or when known by another user;
- not sending or publishing unacceptable or unlawful material or remarks, including offensive, abusive or discriminatory comments;
- not accessing or attempting to access inappropriate material;
- not engaging in any bullying, intimidation or other inappropriate behaviour online;
- immediately telling a nominated staff member if they receive a computer virus or a message that is inappropriate or makes them feel uncomfortable; and,
- not damaging or disabling computers, computer systems or networks of the school or Department of Education WA.

Please tick Policy 6 on the Policy Agreements form.

Drug Awareness – Policy 7

Policy Statement

At Canning Vale Education Support Centre any member of the school community, including students, staff, parents and any visitors on the school premises, at any school function, excursion or camp, is not permitted to smoke and/or possess tobacco products; consume and/or possess alcohol; deliberately inhale volatile substances (solvents); possess and/or use pharmaceutical drugs for non-medical purposes; possess and/or use illegal drugs; possess and/or use drug related equipment or knowingly be in the presence of others who are in breach of this policy.

Rationale

CVESC aims to provide and maintain a health promoting school environment, which enables our students to reach their full academic and personal potential. This, in part, is achieved through a whole of school drug awareness program. Our policy also aims to keep young people safe and encourages a shared

commitment to drug education between staff, students and parents.

Our drug awareness education program is about giving your child/children and young people accurate information and opportunities to practice skills, such as decision-making, so they can make informed decisions and stay safe. We are constantly strengthening our capacity as a healthy setting for living, learning and working.

Policy detail

While we acknowledge that adults make informed personal decisions about their health, while at school, on the school grounds or attending an excursion, or camp, this policy will be enforced. Again this policy reinforces our core value of respect – respect for the rights of others, and respect for ourselves.

Breach of Policy:

Breach of this policy is a very serious matter that in most cases may result in suspension and possible police action.

Please tick Policy 7 on the Policy Agreements form.