



CANNING VALE
EDUCATION SUPPORT CENTRE

For life we learn

Parent Handbook 2024

**Canning Vale Education
Support Centre**

The Ramble
Canning Vale WA 6155

Phone: 08 9427 6030
E-mail:
canningvale.esc@education.wa.edu.au
Website: www.canningvaleesc.wa.edu.au



Our School

Our vision is to nurture and develop each child holistically; to cultivate a child who will become resilient, independent and able to confidently participate in modern society. To foster and achieve this, we work closely with children and their families to provide a safe and dynamic learning environment, utilising all technologies and innovative programs in the field of special education.

Canning Vale Education Support Centre (CVESC) is an Independent Public School (IPS) for students with an intellectual disability and Autism. We have six classrooms, including an Autism Early Intensive Intervention Program (EIIP) for Kindergarten and Pre-primary. Ten teachers deliver individualised programs with Education Assistants supporting in every classroom.

We are on a shared campus with Canning Vale Primary School (CVPS) and have a strong relationship in sharing resources and expertise to the benefit of all students. We share policies, procedures as well as the core values of **Pride, Respect** and **Excellence**. We focus on respect (particularly self-respect and respect for others) to assist in the development of each student's resilience and emotional development. Integration for our students is encouraged by both schools and provides role models for appropriate behaviours, communication and interpersonal skills, as well as an opportunity for our students to practise and generalise their skills in a mainstream setting.

Each student is assessed individually and has their own Individual Education Plan (IEP) which is developed by all key stakeholders, including parents, teachers and outside agencies. Meetings are held twice a year with your child's teacher to develop suitable IEP goals, with additional meetings available as required. The IEP details the current developmental goals. The IEP provides a form of accountability for all people involved in the student's education.

We actively encourage student independence and this is reflected in each student's Individual Education Plan (IEP), formal reports to parents, Whole School Planning and our school priorities; **Communication, Literacy, Numeracy** and **Social-Emotional Skills**.

School Priorities

Communication skills are of the highest priority for all students. Individual goals are developed with consideration to each student's needs, methods of communication and ability level. Students who have verbal skills will further improve articulation, learn to speak in full sentences, demonstrate comprehension skills (verbal and written) and respond to instructions. Non-verbal students will develop individualised and effective forms of communication, utilising appropriate assistive technology devices and programs such as Proloquo2Go, TouchChat, LAMP Words for Life and PECS (Picture Exchange Communication System) visuals. We also teach and use Key Words Signs to support students to communicate their needs while asking/answering questions and relaying personal information.

Functional Literacy is a key priority for all students and is supported by our whole school program **Little Learners Love Literacy**. This program was developed by a teacher, for teachers, and is endorsed by the Department of Education. It is specifically designed to be evidence-based and explicit in instruction. Student progress is tracked across the years to ensure a developmentally appropriate teaching and learning program is followed to support student achievement.

Functional Numeracy is individualised and based on authentic learning activities to promote the skills required for each student to become as independent as possible. All staff use effective teaching and learning strategies to improve student knowledge and skills in understanding numbers, currency, measurements and patterns, which is underpinned by a whole school numeracy program.

Social-Emotional learning supports all academic learning of our students. We focus on positively supporting students to self-regulate their emotions throughout the day, so that positive interactions with their peers can occur. Individualised plans and strategies are developed in partnership with families, therapists and other key stakeholders. Programs such as Protective Behaviours and Breakfast Club, run by our School Chaplain, support the social-emotional learning of our students, as well as our purpose built Sensory Room and Garden.

Key Educational Programs

All programs have an independent living focus and are taught using a cross-curricular approach.

Literacy Skills is delivered intensively daily, and comprises a significant portion of the morning routine. All students learn pre-reading and reading skills consistent with their ability levels, including functional reading, including the reading of community signs. Teachers also work together with families to develop students' reading goals, utilising well-researched strategies such as daily home reading, shared reading, sight words and explicit one-to-one instruction. To supplement these strategies word/reading games and targeted activities are also used.

Numeracy Skills All students complete numeracy activities daily, and learn skills consistent with their ability level. These include using numbers in everyday situations, for example, recognising home phone and address. Students with higher numeracy skills engage in activities that are more consistent with the Australian National curriculum and integration offers these students opportunities for extensions.

Community Access Training Program (CATP) Our school has a regular Community Access Training Program for students. This essential program provides opportunities for our students to learn to use public transport and access various venues in Perth. Protective behaviours, road safety, social skills and functional reading are included in this program. This complements our school program by generalising skills and knowledge from the classroom into the community.

Cooking is taught in all classes weekly with an emphasis on learning to cook healthy recipes that children can do at home. As part of a healthy eating educational program, students learn essential skills and safety in the kitchen.

Independent Living skills are an important part of students learning to be independent in the home and community as they possibly can be. Laundry and folding clothing, making beds, doing dishes, sweeping floors and cleaning up after themselves is integrated into activities across the week. Our Independent Living room was purpose built to assist students to learn these skills from an early age and provide an environment in which to practice their knowledge and skills.

Dance In Semester 2 we run a modified dance program for our K—Year 6 students. This is run by Infinite Limits Dance Company. For our Year 6 students there is also a Graduation Dance Program in Term 4 for their graduation day final dance.

Information and Communication Technology Our school uses the latest technology across all learning areas. Technology is applied in real-life scenarios to improve learning outcomes for all students. The principle benefit of using advanced technology is that it can be adapted for cross-curricular purposes. iPad applications are used to improve literacy, numeracy, communication and self-regulation interpersonal skills. All students and staff have access to iPads within each classroom to support learning.

Key Educational Programs

Protective Behaviours is a program that provides essential life skills for the students, whose disabilities might otherwise make them particularly vulnerable members of society. Lessons are run weekly and target topics such as feelings, private vs. public behaviours, networks of safe people to talk to, body parts, assertiveness, personal space and resilience. The Community Access Training Program is an essential component for practising protective behaviours in the community, in a fully supported way.

Autism Early Intensive Intervention Program (AEIIP) This program provides intensive instruction for Kindergarten and Pre-primary students diagnosed with ASD. The aim of the program is for the students to continue on to a mainstream primary classroom for Year One. The program is one of five endorsed programs by the Department of Education, and implements the latest research-based pedagogy for students with ASD.

The program places an emphasis on literacy, with reading skills taught intensively to every student at their own ability level. Concurrently, home programs are developed in consultation with parents. Fine motor and gross motor skills are taught sequentially, using a variety of equipment. Play skills and interpersonal and social skills are taught in an intensive and structured way. Early Intervention gives students the greatest chance of reaching their potential and experiencing success in their mainstream primary school years. Places are very limited each year into this highly successful program.

Individual Education Plans (IEPs)

All students have Individual Education Plans based on their individual needs. Individual Education Plans (IEPs) are developed in collaboration with parents and key agencies or services in term one and three for each student. Short term and long term goals are established at these Collaborative Meetings.

School Board

Canning Vale Education Support Centre has an elected School Board in accordance with the Education Act, which meets the needs of the school and the community. Parent members of the School Board endorse the Business Plan and the Annual Report. The Board meets once a term and new nominations to be part of our Board are always welcomed.

P&C (Parents & Citizens Council)

Canning Vale Education Support Centre shares a joint P&C with Canning Vale Primary School. Parents and community members are welcome to join our P&C at any time to support the fundraising efforts of the P&C, organising activities and events, and being part of our strong, inclusive community for the benefits of all students.

Reports to Parents

The following reporting cycle is currently being used at Canning Vale ESC:

- | | |
|--------|--|
| Term 1 | IEP meetings with parents and key stakeholders |
| Term 2 | Semester 1 IEP Report |
| Term 3 | IEP reviews & meeting with parent and key stakeholders |
| Term 4 | Semester 2 IEP Report |

A communication diary provides daily feedback to parents on their child's progress.

Enrolments

Kindergarten and primary-aged children with a diagnosis of Autism, intellectual disability or Global Development Delay (GDD) are eligible to enrol in our school. GDD must be diagnoses within 12 months prior to enrolling.

Please call the office for a meeting with our Principal to discuss enrolment and to arrange a tour of our facilities.

Hours of Instruction

The School (Years K – 6) follows the same hours of instruction as Canning Vale Primary School, 8.44am to 3.00pm (2.30pm on Wednesdays). These may vary slightly for those students using the school bus service.

| | | |
|---------------------------|------------------|--------------------------------------|
| Hours of Instruction are: | Doors Open | 8.35am |
| | School commences | 8.44am |
| | Lunch Play | 11.00am |
| | Lunch Eating | 11.20am |
| | Recess | 1.40pm |
| | School finishes | 3.00pm or 2.30pm on Wednesday |

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|-------------------|-------------------|------------------|
| ESC Kindy: | Monday | 8.44am - 3.00pm |
| | Wednesday | 8.44am - 2.30pm |
| | Friday (half day) | 8.44am - 11.45am |

It is essential that students are collected on time as the staff have other commitments within the school after this time

Early Intervention Program:

| | | |
|--------------|----------------------|------------------|
| Kindy: | Monday | 8.45am - 3.00pm |
| | Wednesday | 8.45am - 2.30pm |
| | Friday (half day) | 8.45am - 11.45am |
| Pre Primary: | Tuesday and Thursday | 8.45am - 3.00pm |

Refer to Appendix 1 attached for the term dates and the scheduled School Development Days (SDD) dates for the year. Please note that students DO NOT attend school on the School Development dates.

***Parents are requested to assist us with smooth transitioning of their child by saying a prompt goodbye and leaving the child to settle into their morning routine, supported by staff if required. We are continually developing student independence and it is essential that students carry their own bags, unpack them and enter their classrooms on their own. Appointments should be made to meet with teachers at a mutually convenient time.**

House Facts

All children in the school are placed into a House Faction upon enrolment. The Administration carries out the placement of incoming students in to their respective Houses. All members of a family will be placed in the same House. Some school activities, eg. Sports, class activities, playground and assembly behaviour, are organised where the House format can be utilised if considered appropriate. The Houses and their colours at Canning Vale ESC are as follows:

Eyre (Blue) Forrest (Gold) Stirling (Green) Stuart (Red)

House sports shirts, printed with the House logo, and reversible school hats that have the faction colours on one side are available to purchase from Uniform Concepts.

School Staff Structure

The school has six classrooms, a Principal, Associate Principal, Manager Corporate Services and School Officer. Each class has a teacher and an allocation of Education Assistants, based on student needs. We are also fortunate enough to have a School Chaplain, to further support students and their families.

School Psychologist: The School Psychologist visits the school on a fortnightly basis. The School Psychologist attends case conferences and works with individual students and families. Written consent will be asked for by the School Psychologist, if they require any assessments or observations in the classroom to be conducted. The School Psychologist will contact you with information about the assessment.

Leaving the School Grounds / Late Arrival

Once they have arrived at school, students will not be permitted to leave before the normal dismissal time, unless they have a signed Leave Pass. Leave Passes are obtained at the CVESC front office found in the Administration building and must be obtained prior to the collection of the student from the classroom. Where a child is to be collected by an adult, other than the child's parent, prior contact from parent to class teacher and front office is necessary. If staff have not been notified the Principal may prevent the person from collecting your child. Please notify the Principal in writing if you would like your child to walk home independently, from school.

If your child arrives after 9am, please sign in at the office and receive a late slip prior to sending your child to their classroom.

Safety / Pick up of Children

All Education Support Centre students are to be collected from classrooms, unless other arrangements have been made with the classroom teacher. All car parks at the school have a ACROD bay for use by parents of **physically disabled** students, displaying an ACROD parking permit. Please note that the car bays to the right hand side of the administration driveway is for the school bus only and the car park adjacent to the administration area is for staff only.

Supervision

Students will be supervised from 8.35am until 3.00pm or 2.30pm on Wednesday. Students are not to attend school prior to 8.35am unless specific notification is given to parents for special activities. Supervision is provided by staff from 8.15am to 8.35am in the undercover area. The students are supervised by teachers and education assistants in the playground during lunchtime and recess breaks. The students play for twenty minutes at lunchtime and then go back to their classrooms or to the undercover area to eat their lunches.

Students, who require closer supervision to ensure their safety during recess and lunch, will have special provision made to suit their needs. Students are required at all times to follow the campus playground rules and any student found breaking those rules will be subject to the school policy on Behaviour Management.

Our children are given respect awards if they display: Self Respect, Respect to others and Respect for the Environment

General Information

Absences: If your child is to be absent from school for any reason, you will need to ring the school before 9.00 a.m. To meet legal requirements, a written explanation is also required when the child returns to school, even when parents have notified the school in person or by phone. If the absence is to be on a regular basis, for example to attend therapy, only one note of explanation to cover the intended period is required. Unexplained absences will mean an SMS from the school is sent to parents and carers, requesting explanation of the absence for that day.

Annual Report: The school produces an Annual Report, which completed by the end of first term of the next school year, and available to parents after the School Board has endorsed it. This report briefly describes the events from the previous year and areas of strengths and weaknesses identified by the school community.

Answering Machine: There are times when telephone calls to the school will go automatically to our answering machine. This is unavoidable and we will endeavour to return your call as soon as possible.

Assemblies: Regular whole campus assemblies are held in the undercover area each fortnight on a Wednesday morning from 8.50am to 9.30am. Our students are included in the assembly and parents are

Canteen: Our school canteen is under the control and management of an external company.

THE CANTEEN OPENS TUESDAY - FRIDAY

Lunches are ordered either directly through the canteen or on the online ordering system which can be found on the website called www.quickcliq.com.au

Children's Property: Large amounts of money, valuables, expensive toys or sport equipment are not to be brought to school, as security cannot be guaranteed. Parents can assist in the security of their child's equipment and clothing by ensuring that **all items are clearly identified with the child's name**. The school is not responsible for any lost property.

Community Nurse: The community nurse visits the school on occasions. Routine health assessment is offered to all students and vision screening to Year 6 students. Where there are other health concerns parents can access the nurse via the classroom teacher. Written parental consent is required before the nurse can see a student.

Custody and Legal Directives: If only one parent has custody of children, he/she must inform the Principal of access provision for the other parent. Similarly, the School Administration must be advised in writing of any binding legal directives, which need to be applied so that, in our operations, we can ensure compliance with them.

General Information

Dental Clinic: The Dental Therapy Clinic is located at Campbell Primary School, Campbell Road, Canning Vale, Telephone 9455 6322. The Dental Clinic caters for all students from Pre-Primary to Year 10. The clinic is open five days each week from 8.15am - 4.30pm. Please advise the teacher if your child has a dental appointment during school hours. **PLEASE NOTE:** Parents are responsible for transporting children to appointments.

Excursions: Teachers from time to time may organise excursions to enhance the delivery of school programs. These activities are often significant in their contribution to achieving the desired outcomes of learning areas. However, educational excursions require school personnel to be particularly careful in protecting the welfare of students. All schools have guidelines set down by the Department of Education regarding the safety of students during activities away from the school environment. These guidelines tell us that we must have authorisation from parents/carers to obtain emergency medical attention in the event of an accident. For this reason we request that you complete an authorisation form for each excursion. Written parental consent will be obtained for all educational excursions. As excursion costs are calculated on whole class attendance, refunds may not be made in the event of your child being unable to attend.

Evacuation: To conform with the Department of Education requirements and for general safety reasons, the school has set evacuation procedures designed to provide for the kinds of emergencies we hope never arise. Parents are advised that regular practice will occur to ensure correct procedures are followed.

Lost Property: Articles of clothing and personal items left around the school are placed in a lost property box in the Harding block foyer. Items unclaimed each semester are donated to a suitable charity or thrown out. Parents can help by ensuring that items of clothing that children tend to remove (hats, jumpers) are clearly marked with the child's name.

Library: From time to time the ESC utilise the Canning Vale Primary School Library. Children are encouraged to take special care with the books in the library. Parents will be charged for any lost or damaged books (both library and reading). Refunds will not be made in the event that a lost book is returned.

Money Collection: If money is required to be brought in for voluntary contributions, excursions, special events or incursions, we request that it is placed in the money envelope provided with the excursion / incursion letter with your child's name, the room and the purpose written on the front. It should then be handed either to the class teacher or directly to the CVESC office. Payments can be made by cash, cheque and direct deposit into our bank account *BSB: 066 040 Acc: 19904613*. EFTPOS and Credit Card facilities are also available via the office.

Nut Aware School: Canning Vale Campus have a number of students that are anaphylactic or are allergic to nuts. Because of this, we ask parents to be aware and not to send your child to school with products that contain nuts. If you have a child in your class that is allergic to nuts you will receive a separate letter asking for your cooperation.

School Hat Policy: Our school has adopted the "NO HAT - NO PLAY" policy for the whole of the year. This means that for sport and physical education periods 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 the covered assembly area or the library if open. The Uniform Shop carries a school hat and parents are urged to support the school in this policy.

General Information

Shoes: Covered in shoes are to be worn at all times. No sandals or Gumboots at anytime please for safety reasons. During physical education, shoes should be worn because of uncertainty about the safety of the oval and some of our grounds.

Stationery List: A separate list of student requirements for each year level is issued and will be available from the office throughout the year for anyone who requires additional copies.

Sunscreen: Children need to be encouraged to apply sunscreen before coming to school especially in terms one and four. Parents are asked to provide sunscreen for their child that will be kept in their bag and applied when necessary.

Transport: Students eligible for education support services may also be eligible for transport to and/or from school by bus. This service is the responsibility of the Public Transport Authority. Application can be made online at www.schoolbuses.wa.gov.au Parents must ensure that they, or another authorised adult is available to meet the bus at home or point of pick up/set down each day. The children using the bus service are supervised by staff at school on arrival and departure, regardless of their bus arrival and departure times.

Uniforms: At Canning Vale Education Support Centre, wearing of the school uniform is strongly encouraged. The school uniforms are purchased from Uniforms Concepts Super Store. Their contact details are 30 Kembla Way, Willetton. Ph: 9270 4669. Their opening hours are 9.00am to 5.00pm Monday to Friday, (Thursday 6pm) and Saturday 9am—1pm.

Communications

Newsletters

Twice a term the school newsletter is distributed. A link to the newsletter is emailed to all parents. This newsletter is a direct communication link between the school and family, and parents are asked to go through its contents carefully. The information presented is provided to keep you up-to-date with what is happening at school. The newsletter can also be found on our school website.

Student Communication Diary

This is an important daily communication tool provided by the school. Please write any concerns or information that directly affects your child. Please read the communication diary everyday and initial each day to show that it has been read.

Facebook

Canning Vale ESC has its own Facebook page. This is updated daily with all the latest learning, events , photos, news, upcoming events and reminders. This is definitely worth adding to your favourites page.

Parent/Teacher Communication

If you have any concerns about some aspect of your child's schooling, please make an appointment to see the teacher first and then the principal. Unless we are alerted to your issues and concerns, we are unable to act to address and resolve them. Due to the busy nature of their day, teachers cannot always respond to emails promptly. We ask that parents do not use this method of communication but use the communication book or make an appointment.

Parent/Principal or Teacher Meeting

Parents can request a meeting with the class teacher or Principal at any time. Please contact the office to make an appointment through the Manager Corporate Services or the School Officer.

Contributions and Charges

Material from Education Act 1999 and School Regulations 2000

- Contributions (Section 99) are optional and non-optional components of educational program for which the school seeks some contribution toward from parents.
- The Minister for Education has signaled that the intended upper limits to be prescribed in the regulations for these matters will be \$60 for the primary school years and \$235 for Years 7 to 10.
- Charges (Section 100) is the extra cost optional components of educational program for which parents are asked to contribute. (Participation of the child is possibly dependent on parent's willingness to pay.)
- Personal Items (Section 108) are personal materials and other charges (eg student stationery, camps and excursions) not a direct part of the educational program.
- The Principal's determination has no effect unless the School Board has approved it.
- The charges or contributions to apply for a school year are to be determined, approved and advised to parents no later than two months before the beginning of the school year. In most practical senses this will require completion by the end of November in a year.
- When notifying persons of charges or contributions, the Principal should provide either an itemised listing of the components of the charge or contribution or a scale of charges for the components.
- Principals of government schools will continue to be required to demonstrate that they have made every effort to keep fees and charges as low as possible.

These Contributions and Charges are payable at the beginning of the year. The schedule of fees are sent out for the following year at the end of each current year. Contributions and charges can be paid via cash or bank transfer. Cheques made payable to Canning Vale Education Support Centre will be accepted. If you would like to pay on a term basis, please make arrangements with the Manager Corporate Services. Voluntary Contributions can also be paid via our nominated booklist supplier.

Payments for incursions, excursions and voluntary contributions can be made by cash, cheque and direct deposit into our bank account BSB: 066 040 Acc: 19904613. EFTPOS and Credit Card facilities are also available via the office.

457 Visa Holders

In Western Australia, 457 Visa holders will contribute towards the cost of educating their children in public schools pre-primary to year 12.

A tuition fee of \$4,000 per year for each family is payable, regardless of the number of children you have enrolled in public schools. This fee is a contribution to the cost of educating your child/ren.

There is no tuition fee payable if the oldest child attends kindergarten.

Your children have the same entitlements as other local children including enrolment in your local schools.

The visa 457 fee collection is managed on behalf of the Department of Education by TAFE International Western Australia (TIWA). If you are required to pay the tuition fee you will receive an invoice directly from TAFE International Western Australia at the beginning of the school year.

If you would like a to know more information about this please phone 9218 2100 or visit tafeinternational.wa.edu.au

Health and Safety

ACCIDENTS TO CHILDREN

Minor injuries or illness during the day are normally attended to at school. In more serious situations, every endeavor is made to contact a parent to arrange for the child to be collected from school. In extreme emergencies an ambulance will be called. If the child has diarrhea or is vomiting, the parents will be contacted to collect the child from school.

It is very important that parents ensure that EMERGENCY CONTACT NUMBERS are kept up to date. These contact numbers are kept on our system and parents/carers need to notify the school administration staff of any changes.

FIRST AID

All staff are first aid trained and can offer first aid for minor injuries such as small cuts, bruises or grazes.

The general procedure is to assist the child to become more comfortable and to return to lessons. Beyond this the parents may be contacted at home or at work, and ALWAYS in the case of a head, eye or splinter injury.

Any serious injuries beyond the above may warrant an ambulance. Parents are always the first point of contact.

Whenever there is any doubt at all, the problem is referred to the parents, who may make their own decisions on the medical treatment required for 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 a child to pick up or dispose of a syringe or needle. Specific arrangements are in place to attend to such an occurrence.

INFECTIOUS DISEASES

The development of good health practices is an important aspect of school's work. A number of our students are vulnerable, or have compromised immune systems, so we do request parents and carers to keep their child at home if they are unwell. **Parents are asked to notify the school immediately after diagnosis of any infectious diseases.**

Health and Safety

The following Infectious Diseases summary is provided for parent information:

Hand, Feet and Mouth disease - exclude until all blisters have crusted.

Herpes Simplex (Cold Sores) - young children unable to comply with good oral hygiene practices should be excluded while lesions are uncovered or weeping. A dressing should cover lesions, where possible.

Chicken Pox - exclude from school. Re-admit when fully recovered. Some remaining scabs do not justify continued exclusion.

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

Rubella (German measles) - exclude from school. Re-admit on recovery or until at least 4 days after onset of rash. Contacts do not need to be excluded but should be advised to see their doctor.

Glandular Fever - exclude until child is well.

Hepatitis A - exclude from school. Re-admit on medical certificate of recovery but not before seven days after onset of illness.

Hepatitis B - exclusion is not necessary. Contacts should be advised to see their doctor.

Hepatitis C - exclusion is not necessary.

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

Influenza like illness - exclude from school. Re-admit on cessation of symptoms.

Measles - exclude from school. Re-admit on medical certificate of recovery, or at least 4 days after appearance of the rash if well. **Parents are asked to notify the school immediately after their doctor confirms the diagnosis.** Un-immunised contacts should be excluded until 14 days after the first day of appearance of the rash in the last case identified in the school, unless contact was immunised within 72 hours of first exposure. Contacts should be advised to see their doctor immediately.

Mumps - exclude for at least 9 days after onset of symptoms. Contacts should be advised to see their doctor.

Pediculosis (Head Lice/Nits) - Children with head lice are excluded from school. They are allowed to return the day after treatment has commenced. Family contacts may also be infected and should be treated. This is a parent responsibility and should be treated at home. If a student is found with head lice whilst at school, parents will be contacted and asked to collect their child.

Ringworms - exclude from school until the day after treatment has commenced.

Scabies - exclude from school until the day after treatment has commenced. Family contacts may be infested and should be treated also.

Pertussis (Whooping Cough) - exclude for 2 weeks from onset of illness or for 5 days after starting antibiotic treatment.

Exclude un-immunised household / child care contacts aged less than 7 years for 14 days after the last exposure to infection, or until they have received 5 days of treatment. Contacts should be advised to see their doctor.

Administration of Medication

MEDICATION POLICY

Canning Vale Education Support Centre's Medication Policy is based on the Department of Education's '*Student Health Care Policy and Procedures*'.

Where school staff actively administer medication to a student, or supervise the administration of medication by a student, a 'Health Care Authorisation Form' will need to be completed in every instance and at the beginning of each calendar year, by the prescribing Doctor, parent/guardian/carer and Principal.

Staff will assist parents with **reasonable requests** for the administering of prescribed medication where there is an agreement between staff, parents/guardian/carer, and principal and where written instructions from the prescribing doctor have been provided by the parent/guardian/carer. School staff are responsible for student welfare and need to know if a student has a valid medical reason for carrying prescribed medicine to school.

All medications need to be delivered to the class teacher in its original packet/bottle, with a completed **Health Authorisation Form** before a staff member can administer any medication. This includes Panadol and over the counter drugs.

Where a child has brought medicines/tablets into the school without ratification from parents, teachers will take possession of the medication then contact parents for clarification of the child's needs. Staff will not administer medication without the above written consent.

Students should self-administer their own medication when capable of doing so and have authorisation for the taking of his or her medication. The students may be supervised or assisted by school staff in administering their medication **where there is an agreement to do so**.

If a student is required to carry and **self-administer prescribed medicine** while at school, the parent/guardian/carer **must advise the principal of all relevant details**, e.g. What form the medication takes, the correct dose and the symptoms associated with misuse, overuse, or under-use as indicated by the treating doctor.

Students are **NOT** to keep **medication** (prescribed or non-prescribed) **in their bags**.

Minor Analgesics

Analgesics are non-prescribed pain suppressants (eg. aspirin and paracetamol) and can have undesirable side effects. **Aspirin will not be administered to students without a medical practitioner's written instruction** due to the possibility of Reye's syndrome developing (a potentially fatal disease of childhood).

Administration of Medication

If school staff are to administer medication to the student the following protocol applies:

- a) Parent/carer must provide written authority for the school staff accepting responsibility to administer the prescribed medication (Form 3: Administration of Medication - available from the administration office)
- b) Parent/carer is responsible for the submission in writing of any requirements of the student for medication, including details from the medical practitioner (Form 2: Generic Health Care Management & Emergency Response Plan - available from the administration office) and of the circumstances for the appropriate use and application of the medication
- c) Parent/carer must provide the medication in a properly labelled container (**name of student, name of medication, doses to be taken**). Minimal quantities only should be sent to school unless there is a need for larger amounts to be sent, by agreement with the school.

Medication that is not labelled correctly or out of date will not be accepted for use.

- d) School staff will only administer prescribed medication in accordance with instructions or advice of a medical authority.

A new request/record agreement needs to be made:

- if the dose or medication type is altered
- if the regime is re-started following the expiration of this order
- at the beginning of each NEW calendar year
- if the designated teacher alters

This agreement form is only valid in conjunction with instructions from the prescribing Doctor.

Student Medical Emergency Requests and Emergency Care Plans

It is the responsibility of the parent/carer to provide the school with adequate information regarding the details of the student's medical condition that may require specific action and/or treatment under emergency conditions. Where such a medical condition exists, collaborative discussion needs to take place between school staff; parent/carer and the school principal to develop an emergency action plan upon which all parties agree.

Parents of children with a medical condition will need to contact the school as soon as possible to discuss an action plan to be followed in the case of an emergency.

Immunisation

The Department of Education Student Health Care policy requires parents to present the student's Australian Immunisations Register (AIR) History Statement when enrolling in a public school. The Department of Education no longer accepts the Childs Health Care book as evidence. Please see the administration office if you are unsure where to get your child's AIR History Statement from.

West Australian Immunisation Schedule

1 August 2018

| AGE | ANTIGEN | VACCINE BRAND | COMMENT |
|---|--|---|---|
| CHILDHOOD AND ADOLESCENT | | | |
| Birth to <7 days | Hepatitis B | H-B-Vax II Paed or Engerix-B Paed | |
| 6 to 8 weeks | DTPa-hepB-IPV-Hib 13vPCV Rotavirus | Infanrix hexa Prevenar 13 Rotarix | Oral Dose 1: 6 - 14 weeks of age |
| 4 months | DTPa-hepB-IPV-Hib 13vPCV Rotavirus | Infanrix hexa Prevenar 13 Rotarix | Oral Dose 2: 10 - 24 weeks of age |
| 6 months | DTPa-hepB-IPV-Hib | Infanrix hexa | |
| Aboriginal and/or medically at risk | 13vPCV | Prevenar 13 | |
| 12 months | MMR 13vPCV 4vMenCV (A,C,W,Y) | MMR II or Priorix Prevenar 13 Nimenrix | |
| Aboriginal only Pre-term or low birth weight | Hepatitis A Hepatitis B | Vaqta H-B-Vax II Paed or Engerix-B Paed | <32 weeks gestation or <2000g birth weight |
| 13 months to < 5 years | 4vMenCV (A,C,W,Y) | Nimenrix or Mencevo (\geq 2 years only) | Administer only if 12 month dose not received. <i>Only one dose needed between ages 13 months to < 5 years.</i> #Refer MenACWY Vaccination Guidance |
| 18 months | MMRV DTPa Hib-MenCCV | Priorix Tetra or ProQuad Infanrix or Tripacel Menitorix | |
| Aboriginal only | Hepatitis A | Vaqta | |
| 4 years | DTPa-IPV | Quadracel or Infanrix IPV | |
| All medically at risk children | 23vPPV | Pneumovax 23 | |

Children should be fully immunised before school entry.

Parents have the right not to have their child immunised but parents must advise the school and complete an Immunisation Exemption Conscientious Objection Form. Schools must still also be given the AIR statement which states that the child has not had any immunisations. Unimmunised students, during an outbreak of a vaccine preventable disease such as measles may be directed by the Department of Health not to attend school for a period of time. In the case of measles, this is usually until 14 days after the onset of the rash in the last case.

For more information call the Central Immunisation Clinic on **9321 1312**, your doctor, Department of Health, Community Nurse or the Australian Immunisation Register on 1800 653 809

It is vital that we have up to date information concerning your child's health and that any health or emergency procedures are clearly communicated and understood by all parties.

Appendix I



2024 Term Dates

Term 1 **Wednesday 31st January – Thursday 28th March**

Break *Friday 29th March – Monday 15th April*

Term 2 **Tuesday 16th April – Friday 28th June**

Break *Saturday 29th June – Monday 15th July*

Term 3 **Tuesday 16th July – Friday 20th September**

Break *Saturday 21st September – Monday 7th October*

Term 4 **Tuesday 8th October – Thursday 12th December**

2024 School Development Days – *Students do not attend school on these days*

Term One

Monday 29th January (*Mandatory*)

Tuesday 30th January (*Mandatory*)

Term Two

Monday 15th April

Term Three

Monday 15th July

Term Four

Monday 7th October

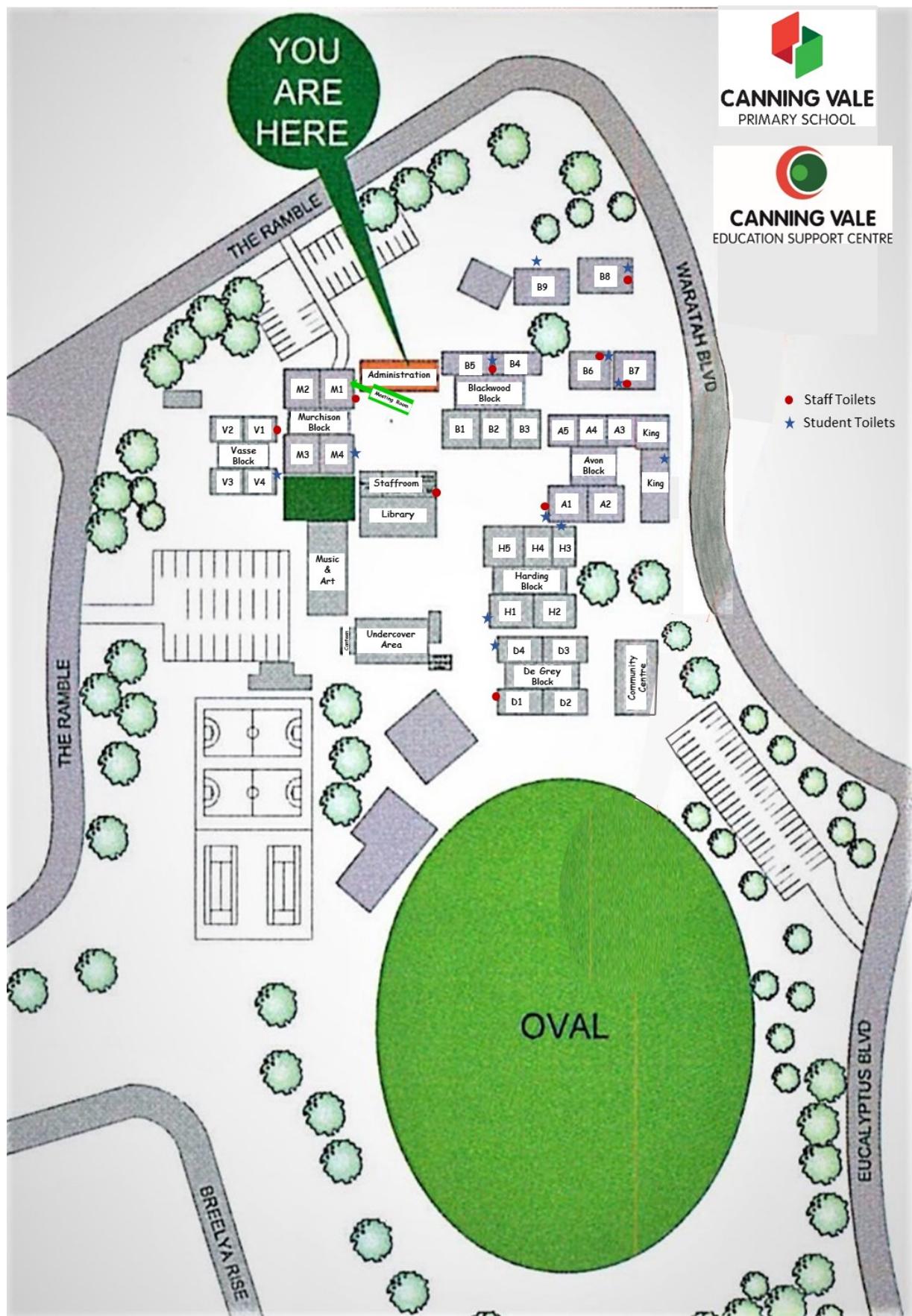
Friday 13th December (*Mandatory*)

2024 Public Holidays which fall during the school terms – *Students do not attend school on these days*

| | |
|------------|---------------------------------|
| Labour Day | Monday 4 th March |
| Anzac Day | Thursday 25 th April |
| WA Day | Monday 3 rd June |

Canning Vale Primary School and Education Support Centre Site Map

CAMPUS MAP



Canning Vale Primary School and ESC School Motto

The School Code embellishes the characteristics that reflect the excellent characteristics for the development of good citizens.

If we dream and believe and create
We'll succeed

Trust, respect, responsibility we heed.

*Co-operation and effort are words we declare,
We are proud of our school where we all care and share.*

*Remember each day, the motto we say,
Strive to Achieve; it's the Canning Vale Way.*

Canning Vale Education Support Centre

Independent Public School

The Ramble
Canning Vale WA 6155

Ph: 08 9427 6030

Email: canningvale.esc@education.wa.edu.au

Website: www.canningvaleesc.wa.edu.au

Facebook: Canning Vale Education Support Centre

For life we learn