



 Carson Street School
expert staff. exceptional programs



Parent Handbook 2012

Dear Parents/Guardians

Welcome to our third year as an Independent Public School.

This handbook is designed to give general information about the school and allied organisations. It seeks to answer some of the many questions parents frequently ask and to outline activities related to the school.

Our school community will need your help to maximise its potential. A partnership among parents, staff and children is vitally important. Please help to foster this partnership by attending school functions and monitoring your child's progress. If you have the time, please volunteer to work with us in some capacity i.e. join the P&C or School Board and help advocate on behalf of our students.

We hope you will find the information useful. Please call if you have questions or concerns.

J.D. Exeter

Principal

Term Dates, 2012

Term 1: Wednesday 1st Feb – Thursday 5th April

Term 2: Thursday 26th April - Friday 6th July

Term 3: Tuesday 24th July - Friday 28th September

Term 4: Tuesday 16th October – Tuesday 18th December

School Development (student-free) Days:

Monday 30th January and Tuesday 31st January

Monday 23rd April and Tuesday 24th April

Monday 23rd July

Monday 15th October

Wednesday 19th December



Special Days:

We have an activity day each term generally during the last week.

Christmas Concert/Graduation: Friday 7th December 2012 at 9.30 am

All parents and friends are invited to attend on these days.



SCHOOL RELATED INFORMATION

The Education Department has created eight education regions across the state. Carson Street is part of the South Metropolitan Region with the office based in Fremantle. The phone number is 9336 9563.

CONTRIBUTIONS & CHARGES

In accordance with the Department of Education and Training Contributions, Charges and Fees Policy (Sept 2001), schools can request up to a maximum contribution of \$60.00 for years K-7.

Contributions: The contribution for our school of \$60 is 'voluntary' and the funds are used towards the cost of materials, services and facilities used by students in the educational program. This should be paid as soon as possible at the start of the year.

Charges: The term charges refers to the provision of extra cost optional activities which are a part of an education program and which contributions do not cover. The 2012 extra cost optional charges, which have been approved by Carson Street School Council, are the incursions and excursions. The estimated costs are at an upper limit and will not exceed this amount. **These do not need to be paid until your child's teacher asks for the money.** If a particular event does not occur within the school year no charges will apply. (Examples of charges: Horse riding, cooking, excursions to AQWA)

Contributions and charges can be paid directly into the school's bank account with the following details:

BANK:	Commonwealth Bank
A/C NAME::	Carson Street School
BSB:	066040
A/C NUMBER:	19901199

Please always put your child's name and what the money is for in the description section .

SCHOOL HOURS

The hours of school are from 8.35 to 2.45 pm.

8.35 - 10.30	Classroom work
10.30 - 11.00	Morning tea and recess
11.00 - 12.30	Classroom work
12.30 - 1.25	Lunch and recess
1.25 - 2.30	Classroom work
2.30 - 2.45	Preparation for home



BUS TRANSPORT

Buses bringing students to school have to run to a fairly tight schedule and it is therefore requested that students be at their pick up points by the specified time. The Public Transport Authority has advised drivers that they are **not** obliged to:

- toot the horn
- wait for children who are not ready

For their part, the drivers will attempt to keep as close as possible to the scheduled pickup times. Your cooperation in the matter would be appreciated.

The Public Transport Authority has responsibility for the organisation of all school buses and the contact person is Renee Katuna-Rich (Tel: 9326 2136) Application and changes to bus transport requirements must now be made online at the Department of Transport website.

COMPLAINTS MANAGEMENT

Parents are initially asked to see the class teacher about any problem that has arisen regarding their child. If the problem remains unresolved parents are asked to contact the Principal and formalize the complaint in writing. The issue will be investigated and a written response will be completed. Complaints arising at an Independent Public School will be managed where possible at the school level. However, should parents remain dissatisfied, they may contact the South Metropolitan Regional Office (PH: 9336 9563) for advice. In those exceptional circumstances where a complaint relates to the alleged improper conduct of a department employee, the complaint should be forwarded to:

PRIVATE & CONFIDENTIAL
Executive Director, Professional Standards and Conduct
Department of Education and Training
151 Royal St
East Perth WA 6004



INCLUSIVE SCHOOLING

It is important to recognise that Carson Street forms part of the whole spectrum of educational provision for children in the South Metropolitan region. Links between Carson Street and local mainstream establishments are viewed as reciprocal in that wherever possible they should provide mutual benefits. This may occur in the following way:

- Small groups which meet for a particular aspect of the curriculum or for social activities
- Individual links for specific students including structured Alternate Education Plans.
- Students from secondary schools who come to Carson Street as part of their community or work experience programs.

Opportunities for inclusive initiatives are always encouraged, such as shared placement (student attends both Carson St and their local school) and transition.

PARENTS AS PARTNERS

School staff sincerely believe that the influence of a student's family is extremely important to his/her progress and achievement, therefore cooperation between the home and the school is a vital part of your child's education.

RELEASE OF INFORMATION

A non-custodial parent has the same rights and has the right to copies of notices, calendars, conferences, report cards, and other school communications unless a court issues an order limiting those rights. A non-custodial parent must request, annually, such communication in writing and include a correct address and telephone number.

SCHOOL DEVELOPMENT

Our School Development for 2012 will encourage the development of teaching and learning strategies and experiences that are outcomes focuses and responsive to the needs of students.

The plan has four focus areas

Literacy & Numeracy: Continue to develop and enhance teachers' skills and resources to improve outcomes for students. Develop a whole school approach to improving literacy and numeracy.

Behaviour : Develop and enhance staff skills in the development of sound behaviour management practice and implementation of individual plans.

Communication: Focussing on communication is a shared goal for all staff with many working on specific strategies e.g. Aided Language Displays and Pragmatic Organization Dynamic Display books (PODD) to enhance communication for particular groups of students. Around the school there is an increasing range of effective information and communication technologies to support and develop communication skills and greater involvement in learning.



SCHOOLS PLUS

The Department of Education has developed a resourcing model for students requiring teaching and learning adjustments called Schools Plus. Schools Plus provides teacher time and education assistant time according to the level of planned adjustments for each student. To complete the Schools Plus process, schools must gather information from a variety of sources including medical and therapy reports and reports from Disability Services Commission or other agencies.

Carson Street School is requesting information from parents and carers that may help to determine the educational needs of your child, determine the level of resources provided to the school and assist in future planning. This information can be sent to the school with your child in a sealed envelope. A photocopy of the document(s) will be added to your child's school file and the envelope returned home the same day. Those who would prefer to bring information to the school please do so.



Reviews for Schools Plus resourcing occur at regular intervals. It is essential that the school has recent, relevant reports for the process. If your child undergoes an assessment during the year we request that a copy of the report be sent to the school. In this way, we can ensure that a comprehensive application is submitted.

The Department of Education and Training respects the right to privacy. All information collected during the Schools Plus process is confidential, in accordance with the *Information Privacy and Security Policy (2001)*.

SCHOOL PSYCHOLOGIST

A Department of Education psychologist is available to parents on request. Appointments can be made by contacting the school.

SCHOOL UNIFORM

The school is constantly seeking to provide high standards of education, self esteem and safety of all its students. School uniform consists of red polo shirts and sweat shirts and royal blue shorts and pants. Orders can be placed with the P&C. Although it is not compulsory, it has been found that the wearing of a uniform brings with it many benefits such as:

- the promotion of the school's public image
- an increase in convenience and cost savings for parents

It provides clear identification of students when out in the community and enhances supervision/safety.

It is very helpful for students who have constant difficulty with buttons, buckles and zips etc. if slip on shoes, and skirts and trousers with elasticised waists can be provided. Name labels on all clothing are helpful in preventing them being taken in error or mislaid.



STAFF MEETINGS

Staff meetings are held every second Wednesday from 2.45 pm onwards, after students leave for home. This means there is no disruption to the teaching day.

STUDENT REQUISITES

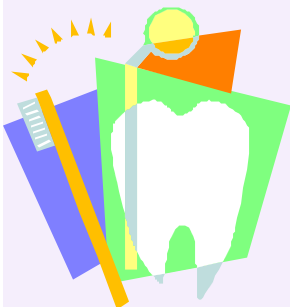
Teachers will issue a list of requirements for their particular class at the end of the previous school year if possible, or early in Term 1.

CARSON STREET SCHOOL P&C ASSOCIATION BUILDING FUND

Donations over \$2.00 to the building fund are tax deductible.

CRUNCH & SIP / ASTHMA FRIENDLY

We are now recognised as a Crunch & Sip AND Asthma Friendly school thanks to the efforts of Nurse Nola. Crunch & Sip schools create a formal break time in classrooms for students and staff to crunch on fruit or vegetables and sip water throughout the day. Well nourished children concentrate and perform better in school. Staff underwent a refresher Professional Development on asthma assessment, prevention and treatment in 2010. For more information contact the Health Centre.



DENTAL THERAPY

Parents are advised to enrol their child at the Carlisle Primary School Dental Clinic. Students are then given regular checkups but parents are responsible for taking their child to each appointment.

HEAD LICE

The problem of the spread of head lice and nits is a national one. It would be appreciated if parents inspect their child's hair frequently and let us know if they find any "little visitors". We can then take the appropriate action. If a child is found with head lice at school parents will be notified and he/she is excluded from school until the Health Department recommended treatment has been carried out. It is recommended that parents check their child's hair once a week. It is a good idea to do this on Friday, as your child can be treated over the weekend if required.

ILLNESS

Please notify the school when your child has an infection or contagious disease e.g. mumps, chicken pox, measles, impetigo or conjunctivitis.

PARENT ACTIVITY GROUP

All parents are invited to join this informal group, which meets during school hours. The aims of the group are both social and educational. Meeting formats are generally guided by the suggestions of the parent participants and co-ordinated by Nola Dunnett, our school nurse.

SCHOOL NURSE

Our nurses Nola Dunnett (Tue-Wed), Kirrilly Fisher (Mon,Thur,Fri) , Corinne Romain (Wed, Thu, alt Fri), Mary Keeley (alt Mon, alt Fri) and Val Tranthem (alt Mon, Tue) have the following duties:

- Responsible for the primary care of students and teachers in school situations and organise regular medical reviews.
- Assess health needs of children and develop appropriate nursing care plans for children individually and for groups.
- Co-ordinate and contribute to case and/or team conferences to plan and review overall management of services to meet the needs of children and their families.
- Liaise with parents, hostel staff, other agencies and professionals as required.
- Contribute to health education activities involving students, parents and parents and, where appropriate, the community.
- Manage school health centre and/or ensures appropriate first aid services are available.
- Contribute to the creation of a healthy and safe school environment and advises the Department of Education & Training on special equipment needs of the students.
- Co-ordinate the Parent Activity Group meeting.

Due to the fragile health and medical complications of some of the students the school may have to summon an ambulance to transport them to Princess Margaret Hospital in an emergency. We suggest parents of these students take out appropriate insurance to cover the transport costs. It is the parent's responsibility to notify us of any change in home phone numbers or emergency phone numbers. These are crucial in case of an emergency concerning your child.

SICK CHILDREN ATTENDING SCHOOL

In order to protect frail and at risk students the following guidelines from our School Policy (endorsed by the School Board) regarding sending students who are not completely well to school are stated.

Please keep home:

- children with profuse non-clear nasal discharge who are unable to wipe their own nose.
- children with loose bowel actions.
- children who have been vomiting.



Whenever these situations arise during the school day parents will be contacted to collect their child. It would also be advisable to seek medical advice from the child's doctor.

STUDENT CARE PLANS

Parents are required to complete comprehensive questionnaires as to the health needs of their child. If regular medication is taken by the child this section must be completed and signed by their medical practitioner.

ABSENTEES

Children who are away from school are expected to bring a note explaining their absence when they return to school. Students attending Education Support Schools are expected to attend every day that the school is open. The school is obligated to report to South Metropolitan Regional Office when a student has more than 10 unexplained absences. Parents are obliged to inform the school should their child be admitted to hospital.

CONDUCTIVE EDUCATION

Conductive Education (CE) is a unique holistic method of teaching children with motor development problems and only available at Carson Street.

Developed in Hungary in 1945, but modified to suit an Australian school environment. CE is not therapy, but a multi-disciplinary system of education focussing on a child's emotional and cognitive growth as well as motor function. Children are taught to see themselves as active and self-reliant participants in the world. The successful integration of principles of

conductive education into the curriculum Framework ensures that appropriate attention is given to all aspects of the student's development.

Joint planning ensures that there is a consistency of approach to program design and therapeutic goals are addressed through all curriculum activities by a transdisciplinary team.



PARENT & CHILD

The philosophy of the Conductive Education Parent and Child group places parents at the forefront of their child's learning. Conductive Education enables parents to guide their child towards greater independence and participation. Through carefully planned group sessions the children are taught new skills while parents learn how to help direct their child and how to transfer these skills to the home environment.

MY TIME

My Time is another of the school's high-quality early intervention programs. It is generally attended by children who have less significant physical impairments. My Time is also underpinned by the philosophy that parents are at the forefront of their child's learning. Parents, who learn while working with their child, are given the opportunity to discuss their specific issues and concerns in an atmosphere of trust and support.

EARLY INTERVENTION

The school offers a limited amount of places for children with disabilities below school age. Early intervention services are provided in a family centred way. Family centred means that the child's services and/or supports are based upon the strengths, concerns, priorities and resources as identified by you, the child's family. Services and supports are designed to respect your family's concerns, interests and values.

Early intervention services and supports may help:

- answer your questions about your child's development
- improve both developmental and educational growth
- children with developmental delays become more independent
- prevent the need for more and costly intervention in the future, and
- communities become more aware of the gifts and abilities of all its children.

LOTE / PHYSICAL EDUCATION

The school's LOTE (Languages Other Than English) - Spanish - is taught at various levels of sophistication according to the ability level of the student using physical education as the strategy. Students sing simple songs in Spanish. They greet adults with "hola" as they meet and say "adios" as they leave to go home. LOTE encourages the development of listening and attending skills and improves vocalization. Benefits to students' confidence and self esteem are also readily apparent.



MUSIC

The school has a music specialist who offers students a wide range of musical experiences including opportunities to participate in percussion, singing, movement and the playing of instruments.

SWIMMING / HYDROTHERAPY

During the school year students have at least one and sometimes two swimming lessons each week. The more able students are given deep water experiences at the Belmont Pool.



THERAPY FOCUS

Therapy Focus employs all of our therapists. Therapy Focus provides services to eligible students who are registered with them. Their direct phone number is 9362 6308. The office is situated at the western end of the school near Langer Street.

Occupational Therapy

The occupational therapist's role includes developing student's fine motor and independent living skills; splinting of hand and upper limbs; provision of adapted equipment; recreation; and home modifications.

Physiotherapy

The physiotherapist evaluates the physical capacities and limitations, administers treatments that will prevent or minimize disability, alleviate pain, correct or minimize deformity, and develop and improve strength and motor functions.



Speech Therapy

Their role includes assessing the student's communicative abilities and identifying needs, as well as determining the most appropriate means of communication for the student. They also provide teachers and parents with assistance in mealtime management for those children with eating and swallowing difficulties.

HOME-SCHOOL DIARIES

These books, which are sent home each day, are a very useful method of communication between home and school. Parents and teachers are encouraged to write in them regularly to help gain a better understanding of the child's activities and program. Tracking toileting successes, seizure activity, asking for information, relating weekend excursions so news sessions are more accurate are important for nurturing each child's development.

BEHAVIOUR MANAGEMENT

Behaviour Management strategies are based upon a framework that supports positive reinforcement for appropriate behaviour and Positive Behaviour Support for students who require behavioural intervention. Staff aim to develop behaviour management strategies based upon self-regulation and a desire to do things because they are right, not because someone in authority insists that they are done. We believe it is best to let parents know if their child's behaviour is of concern at school. This allows for co-operation between school and home in solving the child's problem.

EXCURSIONS

Excursions are organised to enrich or consolidate the classroom program. It is normal practice to notify parents when such visits are being undertaken. Excursions offer opportunities for training and reinforcement of the classroom program in either the skills or behavioural areas. For safety reasons, staff carries a mobile phone on all excursions. The enrolled nurse will accompany students with special health care needs. The Department of Education has a policy for excursions involving water or taking place near water.

INDIVIDUAL EDUCATION PLAN

Parent / teacher interviews are held at the beginning of each year in order to plan your child's program for the year. IEP's provide parents with the opportunity to be involved in their child's program and to practice relevant activities in the home environment. Each student's individualized program is revised at the end of first semester.

PORTFOLIOS AND ANNUAL REPORT

Portfolios in pictorial, video or work sample form are sent home at the end of first semester, giving progress information relating to school priorities and the child's IEP goals. A written report is sent home at the end of the year.

INTERVIEWS WITH TEACHERS

Parents are invited to discuss their child's progress or any other concerns they may have with the teacher concerned. Appointments can be made to speak to teachers during their DOTT time by phoning school, or by arrangement with individual teachers. This communication between parent and teacher is vital to gaining a better understanding of each child.

All parents who are visiting informally are asked to report to Jennifer at the front office. Staff will then check the class timetable and ring through to the teacher to let them know you are visiting.

NO HAT, NO PLAY IN THE SUN POLICY

On the advice of the Cancer Foundation of Western Australia the school has a policy that all students playing in the sun must wear a sun hat. We are sure that all parents will support this policy, which reflects our concern over the dangers of skin cancer to young children.

Students will remain indoors or play in well-shaded / undercover areas when the UV Index reaches 8 or above.

At least four members of staff supervise students in the playground.





PARENT SUPPORT GROUPS

Carson Street School Parents & Citizens Association

This is a parent and community group which supports the school by fundraising to provide resources and equipment. Meetings are usually held twice a term and information about the meetings is sent home via parent notes and in the school newsletter. Please make an extra effort to attend the meetings. Parents are asked to pay \$1 to become a member of the P&C.

Elections for office bearers are held at the Annual General Meeting in March each year. The current office bearers are as follows:

<i>President:</i>	Liz Green	<i>Vice President:</i>	Estelle Odenko
<i>Treasurer:</i>	Vanessa Murdoch	<i>Secretary:</i>	Sally Dechow

Carson Street School Board

Briefly, the role of the group is:

- to exercise general oversight of the conduct and curriculum of the school (subject to Department of Education Guidelines)
- to assist in areas like finance, review of the school site and buildings, furniture and equipment, and discipline.
- to help the school to establish good community relations and to reduce prejudice and misunderstandings about physical and intellectual disabilities.

The group meets each term and are an influential lobbying group with outside bodies. Community members are co-opted when necessary. Current members are

<i>Chairman:</i>	Les Ozsdolay
<i>Parent Rep:</i>	Liz Green
<i>Staff Reps:</i>	John Exeter (Principal), Mim Little, Ros Hamling (Deputy Principal), Shona Ballantyne
<i>Community Reps:</i>	Bonnie Dixon (Town of Victoria Park), Darryll Ashworth (Metier Consulting) Ben Wyatt MLA, Lois Hall (CECWA) Julie Holding (Secretary) Sue Carpenter (Dept Education) Kate Burton (Local Area Co-Ordinator)



The Conductive Education Centre of Western Australia (CECWA)

CECWA was established as an incorporated association in 2006. As a not-for-profit charitable organisation, CECWA Inc has gift recipient tax deductible status. CECWA seeks to ensure Conductive

Education programs are available to students with motor disorders and associated needs who desire access to this unique form of intervention. CECWA has made a major contribution to student programs at Carson Street School.



ALLIED ORGANISATIONS

ACTIV Foundation

41 Bishop St, Jolimont 6014 Phone: 9387 0555

ACTIV Foundation was established by parents of children with intellectual disability in the 1950's and has grown into a large organization, which provides many services to people with developmental disabilities and their families. Services for school aged children include recreation opportunities including school holiday programs and camps, family support through a Sitter Service, Home Care, and Respite Care etc. They also have an excellent library and regular newsletters.

Catholic Care

46 David St, Kensington 6152 Phone: 9474 3303

Catholic Care is a family support organization providing respite care, siblings groups and a range of other services to families of people with difficulties.



Centrelink

Centrelink administers the payment of the Child Disability Allowance to families of children with disabilities who need substantially more care and attention. The allowance is to help meet the exceptional costs incurred in bring up a child who has a severe or substantial disability and is generally payable for children who attend Support Schools. The allowance is in addition to Family Payment and forms can be obtained from Social Security or a DSC Social Worker. If assistance is required in applying for the allowance please contact the school, DSC Social Worker, or the Kalparrin Centre.

Disability Services Commission

146-160 Colin St West Perth 6004 Phone: 9426 9200

The Disability Services Commission aims to provide a co-ordinated approach to the development of services for people with disabilities. Its key functions are: Policy Development, Service Provision Funding and Accountability, Promotion of Equal Access, Community Education and Consumer Advocacy.

Down Syndrome WA

Suite 3, Peer House, 2 Canning Hwy, South Perth Phone: 9368 4002 free phone: 1800 623544 Email: dsawa@upnaway.com

Office Co-ordinator is Cathy Donovan.

This parent-run group provides information and support for families of children with Down Syndrome. Key activities are New Parent Support; Information Kits for parents, students, teachers and health professionals; a Playgroup; quarterly newsletter with monthly diary updates; conferences for teachers; Advocacy and Lobbying; and social events.

Independent Living Centre of WA

The Niche, 11 Aberdare Rd (cnr Hospital Ave on grounds of Sir Charles Gardener Hospital),
Nedlands Phone: 9381 0600

An equipment display and information service for people with disabilities. They have a lot of adaptive technology, computers, software etc. to try. You can arrange for an individual assessment of your child's technology needs (including communication devices). Appointments are necessary.

Kalparrin Centre

At Princess Margaret Hospital, crn. Roberts Rd & Thomas St, Subiaco.

Phone: 9340 8094 Fax: 9380 6114 Email: kalparrin@iinet.net.au

The Kalparrin Centre provides practical and emotional support to families of children with disabilities and special needs in a central location at PMH. Services include a drop in centre with a lounge and playroom for children (with a direct line to PMH wards and clinics). Information about conditions, support groups, services, entitlements etc, a Parent Link Program for families of children with less common conditions, regular support group meetings, Mothers' Camps twice yearly, a bi-monthly newsletter "Kalparrin Cares".

Princess Margaret Hospital Parent Advocacy Service

The Parent Advocate acts as a liaison between parents/carers and Princess Margaret Hospital, and is available to provide information to you about the hospital. The Parent Advocate is here to represent parents'/ carers' interests and to negotiate on their behalf where appropriate. The Parent Advocate can also assist patients and their families to understand their rights and responsibilities. If you have a concern or question regarding any aspect of care at PMH, please let a member of staff know. If this does not help, you may wish to contact the Parent Advocate by phone / pager on (08) 9340 8315 from Monday to Friday during office hours or by visiting the office which is located in the Outpatient Department on Level 4.



Special Olympics W.A (Inc)

2 Prindiville Drive, Wangara WA 6065

Phone: 9509 4003 Fax: 9309 1804

Special Olympics provides year round sports training and competition in the Olympic tradition and gives people with an intellectual disability the opportunity to strengthen their character, develop their physical skills, display their talents and fulfil their human potential.

Landsdale Farm Holiday and Respite Program

Landsdale Road, Landsdale. Phone: 9343 1222 Fax: 9309 3629

Landsdale Farm provides holiday programs for children with disabilities, including residential and day respite care. Programs are run throughout the year during school holidays and weekends during term time. The programs include time spent in the farm setting and also on excursions.

Therapy Focus Inc

Suite 5, 1140 Albany Highway, Bentley 6102 Phone: 9478 9500 Fax: 9451 5480

Therapy Focus Inc is the agency assuming responsibility for therapy services in schools. The program is currently funded by the State Government through the Disability Services Commission (DSC). Please note that services are only provided to students enrolled in Pre Primary and above. Kindy aged students (3 years turning 4) still receive services directly from Disability Services therapists.

ADDITIONAL SERVICES AND GRANTS

Services that are available to eligible people:

Taxi vouchers - apply to the Department of Transport phone: 9389 0611

Nappies at a reduced cost to parents - forms available from our school nurse (Nola Dunnett)

Respite (at a hostel)

Respite (in home)

Annual grants available for: respite, sport, scouts / guides

RAC cover for electric wheelchairs (you must register first)

Emergency care

Prostheses

Parent skills courses

Sex education support

Advocacy

Social

Legal rights

Further information is available from your Local Area Coordinator.

Agencies that give you information:

Some of these agencies require Doctor referrals. Some information can be supplied by the school nurse.

Disability Services Commission

Social Worker

Local Area Co-ordinator

Local Council

Identity WA

Family and Children's Services

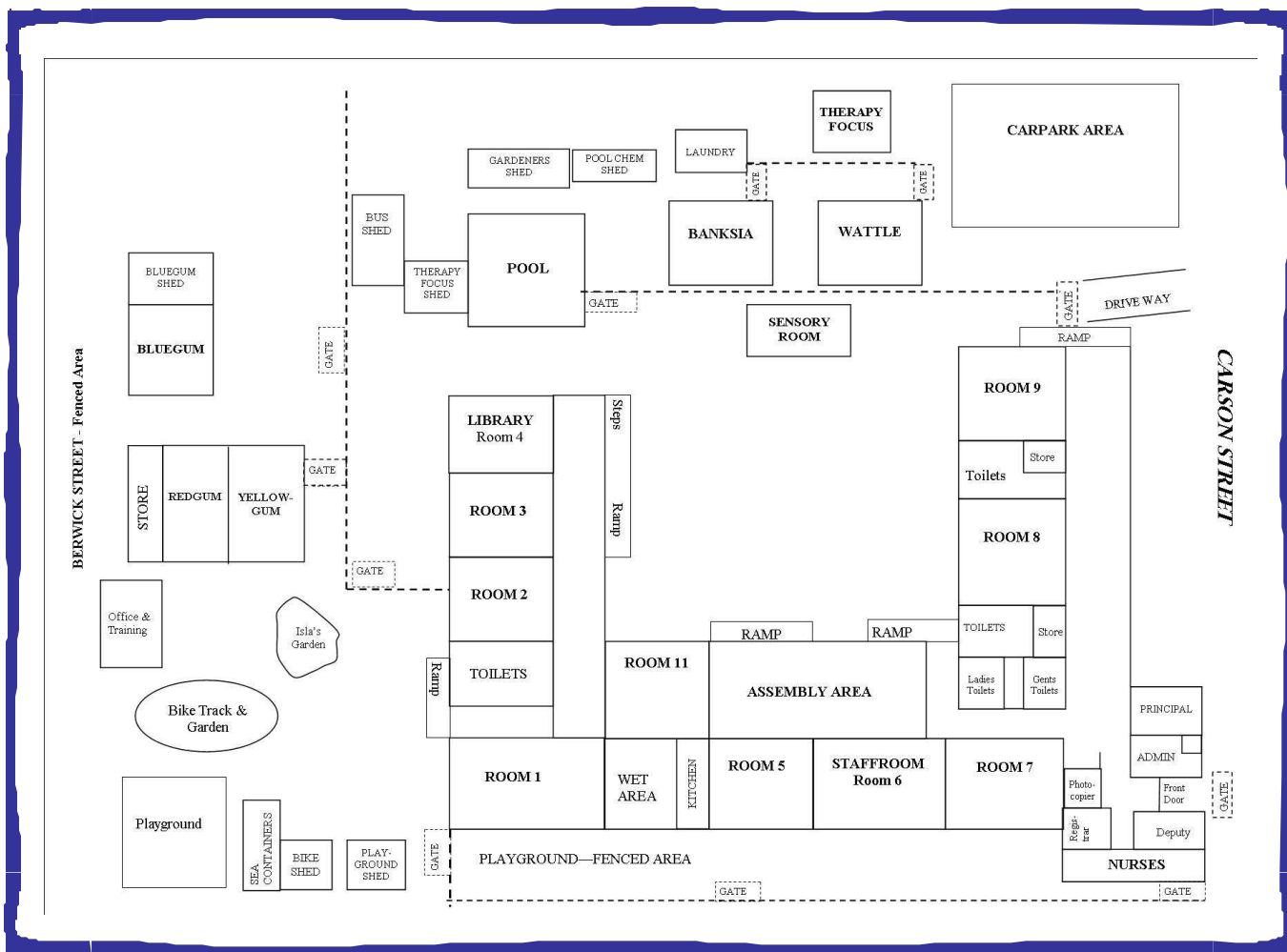
The Neurological Council

Communicare

ACROD

WADSA





Carson Street School

expert staff: exceptional programs

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Carson Street School is an independent public school.