



# Creaney

EDUCATION SUPPORT CENTRE

*every child, every opportunity*

# PARENT INFORMATION 2024



## OUR VISION

For all students to achieve their full potential through innovative, individualised programs which meet their unique needs, within a safe, positive and accepting environment. We aim to work in inclusive partnerships to develop the social, emotional, intellectual, physical, communicative and independence skills of our students to prepare them for the opportunities and experiences of life.

**Creaney Education Support Centre**  
**6 Creaney Drive, Kingsley. 6026**  
**<http://creaneyesc.wa.edu.au/>**

**Principal— Storm Breen**  
**Deputy Principal – Kirsten Dunn**  
**Manager Corporate Services – Brooke McKenna**  
**School Officer – Tracy Clark**

## **Creaney Education Support Centre (CESC)**

CESC caters for students with a variety of Special Educational Needs. We currently have approximately 60 students spread between 9 classes.

At present we have 15 experienced teachers, all of whom have Education Support qualifications.

Teachers are ably supported by teams of specially trained and experienced Education Assistants (an average of three per class).

Our facilities include 9 classrooms, two multi-purpose work areas, a Multi-Sensory Environment, storage and administration areas a well-appointed fenced playground adjacent to the Centre and access to all playgrounds and ovals within the Primary School.

### **2024 Term Dates**

Term 1: Wednesday 31 January – Thursday 28 March

Term 2: Tuesday 16 April – Friday 28 June

Term 3: Tuesday 16 July – Friday 20 September

Term 4: Tuesday 8 October = Thursday 12 December

### **2024 Pupil Free Days** (students do not attend on these dates)

In 2024, Creaney ESC will have six School Development Days. These are days when the students do not attend school while the staff takes part in professional development and planning. Please put these dates in your diary and plan early for Pupil Free Days:

28 and 30 January

15 April

15 July

7 October

13 December

### **Classroom teachers:**

Room 1 – Diana Storey

Room 2 – Karin Green, Rocio Zapata

Room 3 – Hollie Robertson

Room 4 – Lisa Mettimano

Room 5 – Nadia Ferreira

C1 – Sarah O’Doherty, Kirsten Crockett

C2 – Wendy Porch, Hayley Mullen

C3 – Tristan Grogan

C4 – Sarah Welsford

DOTT/Support – Jayde Moyle, Jodanne Walker, Rocio Zapata

## **Enrolment**

Once approval for enrolment has been received, Parents/Guardians will be issued an enrolment pack. All forms must be completed and signed by the parent or guardian before a child can be admitted to school. An original birth certificate and immunisation record must be produced. Please provide the school with your child's most up to date health information, proof of address and copies of any custody or court orders. It is important that you advise the front office of any changes of address, emergency contacts or health conditions. It is distressing for sick children if we are unable to contact parents because of incorrect details.

## **School Hours**

School commences at 8:40 am. Children should not arrive prior to 8:30 am as there is no supervision rostered before this time.

Classes Commence – 8.40 am  
Recess - 10:40 to 11:00 am  
Lunch – 1:00 to 1:40 pm  
School finishes – 2:50 pm

## **Nut Free**

Creaney ESC and Creaney PS are both NUT-Free schools. It is very important that staff and students do not bring products containing nuts to school as we have students who experience life-threatening anaphylactic reactions to nuts.

## **Absence from School**

Please keep your child at home if he/she is unwell. This is very important in order to minimise the spread of infection which can impact on the learning programs of all children, particularly those with compromised immune systems. Unwell children often become distressed and unable to focus on their work tasks. A note, email or telephone call is required for all student absences. A doctor's certificate is required for prolonged absences. Please keep us informed about any infectious diseases in your family so that we can take any appropriate action.

Please note that the Department of Education requires prior permission from the Principal to take vacations during school time.

## **Sick or Injured Children**

Parents will be contacted at home or work if it is felt that their child is too unwell to remain at school, or if some form of medical attention is required. The school has limited first aid facilities and only minor care can be given by school staff. Parents or carers taking students from school early are asked to complete the sign-out book in reception.

## **Medical**

If your child has a medical condition that may require urgent or emergency action, please ensure that we are provided with an Emergency Action Plan. The front office will be able to provide you with the necessary forms.

If your child requires medication to be administered during school hours we will need you to complete the appropriate forms. This applies to short term medication (eg antibiotics) as well as ongoing regular medication. No medication, either prescription or over the counter, may be given unless accompanied by the appropriate form and in its original packaging. To assist parents in preparing for unexpected medication needs, a copy of the short term administration of medication form is included at the end of this handbook and is also available for download on the school website. <http://creaneyesc.wa.edu.au>

### **Individual Education Plans**

Each student has an Individual Education Plan (IEP) which specifies objectives to be targeted within the eight Learning Areas. IEPs are written each Semester in collaboration with parents, teachers and other professionals working with your child. Parents are invited to attend an IEP meeting with their child's teacher in order to discuss educational priorities and concerns. Parents are welcome to invite therapists, LACs etc to these meetings.

Reporting to parents is via direct evaluation of each student's progress against IEP objectives. Reports are provided to parents a week before the end of Terms 2 and 4.

### **Communication**

Creaney ESC recognises the benefit of regular communication between school and home. Day to day information relevant to individual students is communicated via a student diary. Many parents also find email communication with the school useful. Your child's teacher will provide you with their email address.

Class teachers also use the SEESAW app to communicate with interested parents. This is a free app which can be downloaded onto your preferred electronic device. It allows you and your classroom teacher to post private messages, photos, reminders etc. Your child's teacher will forward you an invitation once he/she has set up a 2043 group. Parents are welcome to use SEESAW to inform teachers about student absence etc but if the information is time-sensitive (regarding pick up arrangements etc) we ask you to also phone the front office as teachers are not usually able to access the app while they are actively teaching.

Many teachers also utilise noticeboards outside their classroom to communicate general information to parents.

Parents are always welcome at school. You are encouraged to make appointments with the teacher or through the front office wherever possible as it is not usually practical to carry out conversations once lessons have commenced. When visiting during school hours, please report to the front office rather than going directly to the classroom. Parents will also be contacted if the class teacher is concerned about any aspect of your child's schooling.

Please feel free to contact Storm (Principal) at any time either through phone 9408 2950 or via email: [chantel.breen@education.wa.edu.au](mailto:chantel.breen@education.wa.edu.au)

### **School Hours Therapy**

Creaney ESC is experiencing a significant shortage of accommodation. Allocation of therapy space is difficult and parents are asked to consider different models of therapy provision wherever possible (eg at home, at providers etc). Where in-school therapy is considered the best

option, applications are considered on a semester by semester basis. This allows all families equal access to the therapy room. Applications for Term 1, 2024 will close on Wednesday 7 February. Application forms are included at the end of this handbook, and available for download from our school website. Applications will consider a number of factors, (student need, parent factors etc) as well as the availability of space at the time requested. All families will be notified of the outcome of their application, with a view to therapy commencing the third week of Term 1, 2024.

Closing dates for therapy applications for Semester 2 next year will be advertised through the school newsletter.

There is no need to complete an application form for therapists to make one-off observation visits or to meet with teachers. Please contact your class teacher in these instances.

### **Newsletters**

Newsletters are published fortnightly. They provide information on upcoming school events and highlights of school activities and photos of students at work. Newsletters are distributed electronically via email and are also available for download from the school website. <http://creaneyesc.wa.edu.au> Please let the front office know if you would prefer to receive a hard copy of the newsletter. Students appearing in photos will only be identified by their first name, but please let us know if you are not comfortable with this for your child.

### **Assemblies**

Creaney ESC assemblies are generally held during Terms 2 and 3. You will be notified via the newsletter of assembly dates, times and venues.

### **Behaviour Support and other school Policies**

Many students have Individual Behaviour Support plans that outline strategies to be used to support behavioural objectives. These plans are drawn up in collaboration with stakeholders and signed by parents, teacher and principal. Creaney ESC bases all Behaviour Support on data collection, positive reinforcement and the teaching of more appropriate behaviours. All staff participate in regular 'de-escalation and positive handling' training which emphasizes positive de-escalation strategies and safe procedures for physically assisting or escorting students. Copies of the Creaney ESC Behaviour Support Policy are available at the front office. Creaney ESC has a number of other written policies (Integration Policy; Excursion Policy; Emergency Management Policy etc) which are also available at the front office.

### **Collecting your child**

If you need to collect your child early for any reason, please sign him/her out via the sign out book in the front office. Please ring the school if there are any changes to your child's usual pick-up arrangements. If the person collecting your child is not known to us, please advise your child's teacher or administration as there are forms that need to be completed prior to the student being released.

### **School Uniform**

Creaney ESC has a uniform. Students wear a blue and gold school logo shirt and plain navy separates. The shirt (which bears the ESC name) is available for purchase through our front office at \$30.00 per shirt. We stock sizes 4 to 16. There are two jumper options, a zip up jacket available from Uniform Concepts, or a fleece jumper available through our front office. The remaining items (navy blue shorts, skirts, pants, etc) may be purchased through the primary school uniform shop (Uniform Concepts, 3/86 Winton Rd, Joondalup) or through your choice of retailer (K-Mart, Target, Best and Less etc). All students are required to wear a hat during outside activities.

Please ensure that your child's name is clearly marked on all personal items including school bag, lunchbox, bottles and clothing, (particularly shoes, hats and raincoats).

## **Integration**

Integration with mainstream students takes many different forms at Creaney ESC. Some ESC students spend time joining Creaney Primary lessons, according to their needs and/or ability levels. They are accompanied by a familiar Education Assistant during these times. ESC teachers may also offer reverse integration opportunities whereby primary school students join activities within the Centre. During recess and lunch breaks, some students from the ESC play with their friends in the Primary School, whilst some primary students join us in the ESC playgrounds for informal and/or structured play (PlayPals and Playbuddies programs). Both schools join together for sports carnivals, incursions and other special events.

PlayLinks is a reverse integration program initiative devised by Creaney ESC and adopted by other schools in the State. This program teaches the Year 6 students from Creaney Primary about interacting with Special Educational Needs students whilst working through certificate levels as 'PlayLinks Monitors'. The monitors are responsible for the management of a structured play station within the ESC play area at lunchtime. They are taught the principles of positive behaviour support, KeyWord signing and Picture Exchange Communication Systems. As well as developing positive attitudes and knowledge of disabilities in the senior Primary students, the program also offers the ESC students more opportunities to interact with their mainstream peers.

## **Canteen**

The Creaney Primary School P&C Association runs the school canteen which operates on Monday, Tuesday, Thursday and Friday. A menu is available at the canteen, and will be distributed to parents at the start of each year. Lunch orders (with money) are taken in classrooms each morning and lunches are delivered to classes at lunch time. Parents are also able to place orders online and pay electronically. Visit [www.quickcliq.com.au](http://www.quickcliq.com.au) for instructions on how to register.

Snacks are available at recess and lunch times. Where required, support will be provided for students wishing to purchase. It is helpful if parents note in their child's diary when they have a lunch order, especially if orders have been placed online.

## **Contributions and Charges**

All parents should have received the School Contributions and Charges 2024 information outlining the costs that might be incurred throughout the school year. The amount of *contributions* has been set at \$60 in line with School Education Regulations 2000. This contribution is a once a year amount parents are asked to pay to assist in covering the costs of materials used across curriculum areas.



A breakdown of *estimated charges* for your child's participation in incursions, excursions, activities etc for 2024 can be found in the charges schedule. Students will only incur costs when they are involved in a particular activity. The amounts indicated on the schedule represent the **maximum** amounts approved by the School Board. Not all students will be involved in all activities. If you have any concerns about the amounts listed, please see Brooke in the front office for clarification.

If your child is involved in a listed activity, you will be asked to make payment for each activity as it approaches. These charges can be paid via cash, cheque or online direct deposit. The class teacher will provide you with a payment envelope when informing you of the activity. Please choose a payment option by filling in the fields on the envelope and returning the sealed envelope to the office or class teacher (enclosing cash if appropriate and any permission slips). If paying with cash, please endeavour to tender the correct amount as we only have small amounts of cash on hand and return of change may be delayed for this reason. Receipts for payment are available on request from the office. If you need to make payment arrangements, please call Brooke in the front office.

If paying online, please include your child's surname and the activity, (eg Smith cooking), as a reference. Our account details are as follows:

Account Name: Creaney Education Support Centre

BSB: 016 495

Acct.No: 1989 26107

### **Deductible Gift Recipient Fund**

Creaney ESC is a DGR school which means that any donations are tax deductible. All donations are greatly appreciated.

Guidelines on how to claim can be found at [www.ato.gov.au](http://www.ato.gov.au)

### **Transport**

Special bus transport is available upon application to the WA Public Transport Authority (School Bus Services). Applications for transport on the orange school bus service can be made online at [www.schoolbuses.wa.gov.au](http://www.schoolbuses.wa.gov.au) Follow the PARENTS tab and choose CHILD ATTENDING EDUCATION SUPPORT.

Once successful in gaining a place on the school bus you will be contacted by the bus driver who will inform you of pick up and drop off times.

If at any time your child will not be attending school, it is important that you notify the driver as soon as possible so that he does not call unnecessarily. Once your child has formally been placed on the school bus system we will need to be informed of any changes to these arrangements, or your child will be placed on the bus as usual at the end of the day.

### **Cars and Parking**

The beginning and ending of the school day is a very busy and congested time and all drivers need to show care and consideration to avoid the risk of a child being injured. ESC staff have cleared the bays on the school side of the staff carpark for parents whose children need greater support transitioning in to school. If your child is able to walk with you from the parent carpark,

it would be appreciated if you could leave these special bays free for our families who really need them. Students are not permitted to ride scooters or bicycles within the school grounds.

### **School Psychologist**

The school has the services of a School Psychologist, Kristy Mollett, who visits for half a day each week. Her main role is to carry out the mandated cognitive assessments required by the Department at different stages of our students' schooling. Kristy will contact parents before commencing any assessments. If you wish to access any guidance or advice from Kristy, you can contact her through the front office or via Storm.

### **Out of School Care**

Zig Zags OSHC operate a before and after school care service within the grounds of Creaney Primary School. ESC administration and a parent representative were involved in the process of selecting the successful tender and felt reassured of their arrangements and support for our students. For information on how to enrol in the program, or to find out more, see [www.zigzagsoshc.com.au](http://www.zigzagsoshc.com.au).

### **Parent Network**

Creaney ESC is lucky enough to have a highly supportive parent community. Parents hold informal meetings and social events regularly throughout the year. The Parent Network also acts as a forum for topics of interest. In previous years, topics such as Behaviour Support, KeyWord sign, Using Social Stories, CyberSafety; Helping your Child Use His Electronic Device etc were presented. You will be notified of upcoming events via the school newsletter. Parents also run a private Facebook group open only to current Creaney ESC families. Look for Creaney Education Support Centre Families.

### **School Board**

Creaney ESC achieved Independent Public School status in 2016 and transitioned to a formal School Board early in 2017. Current members of the School Board include parents; Verity Morris (Chair), Kane Moyle, Cindy vanZyl, Lauren Bridges, Neil Bisland); staff (Storm Breen, Jodanne Walker and Sarah O'Doherty) and a community representative (Maria Fuentes Arrocha, therapist).

In 2024 the School Board will play an increasingly important role in supporting self-assessment against Centre priorities and preparing for our School Review in Term Two.

### **Students' Personal Property/Insurance Cover**

The Department does not have cover for the accidental loss or damage of students' personal property. It is the parents' responsibility to ensure that their child's personal property is insured for accidental loss or damage with their household insurer.

### **Immunisation**

Kindergarten students need to be up to date with all childhood immunisations before enrolling in school, or have special exemptions approved. Schools are required to record and retain each child's immunisation status. Parents are asked to advise the school as your child's immunisation



status is upgraded. Up to date immunisation details for your child are available from Australian Childhood Immunisation Register at <http://www.humanservices.gov.au/customer/services/medicare/australian-childhood-immunisation-register>

## **Infectious Diseases**

Principals may require students not to attend school if the student is suffering from a medical condition that is considered infectious or harmful to the health of persons at the school (as determined by WA Govt. Health Guidelines). The following infectious diseases summary is provided for the benefit of parents:

*Hand, Foot 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. Readmit when fully recovered and vesicles crusted over (at least 5 days from appearance). Some remaining scabs do not justify continued exclusion.

*Conjunctivitis* – exclude from school until discharge from eyes has ceased.

*Rubella (German Measles)*- exclude from school. Readmit on recovery or until at least 4 days after onset of rash.

*Glandular Fever* – exclude until child is well.

*Hepatitis A* – exclude from school. Readmit 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 doctor.

*Hepatitis C* – exclusion is not necessary.

*Impetigo (School Sores)* exclude from school until effective treatment (including occlusive dressings) has been instituted.

*Influenza* – exclude from school. Readmit on recovery.

*Measles* – exclude from school. Readmit on medical certificate of recovery, at least 4 days after appearance of the rash. Parents are asked to notify the school immediately after measles diagnosis is confirmed. Unimmunised contacts must be excluded until 14 days after the first of appearance of the rash in the last case identified in the school, unless contact was immunised within 72 hours of first exposure.

*Mumps* – exclude for at least 9 days after onset of symptoms. Contacts notified and advised to see their doctor.

*Head Lice (Nits)* – excluded from school, allowed to return the day after treatment has commenced and all live lice removed. Family contacts should also be treated.

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

*Scabies* – exclude from school until the day after treatment has commenced.

*Pertussis (Whooping Cough)*- exclude for 2 weeks from onset of illness or for 5 days after starting antibiotic treatment. Exclude unimmunised contacts aged less than 7 years for 14 days. All contacts should be advised to see their doctor.

## FORM 3 - ADMINISTRATION OF MEDICATION

This form is to be used when a parent/carer requests school staff to administer medication to their child on a short term basis.

Note: Long term administration of medication should be incorporated in a health care plan.

School:

Year:

Form:

Students Name:

Date of Birth:

Family Contact Details  
Address:

Gender:

Telephone No:

Teacher:

**Section A: Medication Instructions – To be completed by parent/carer** (Note: Medication must be provided by parents/carers)

Name of medication	Medication 1		Medication 2	
	Expiry date			
Dose/frequency – (may be as per the pharmacist's label)				
Duration (dates)	From : To:		From : To:	
Route of administration				
Administration Tick appropriate box	By self Requires assistance	<input type="checkbox"/> <input type="checkbox"/>	By self Requires assistance	<input type="checkbox"/> <input type="checkbox"/>
Storage instructions Tick appropriate box(es)	Stored at school Kept and managed by self Refrigerate Keep out of sunlight Other	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Stored at school Kept and managed by self Refrigerate Keep out of sunlight Other	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

Will staff need to be trained to administer your child's medication? Yes  No  If yes, describe the type of training the staff would require:

### Section B – Authority to Act

This administration of medication form authorises school staff to follow my/our advice and/or that of our medical practitioner. It is valid for the specified time period as noted above.

Parent/Carer:

Date:

### OFFICE USE ONLY

Date received: \_\_\_\_\_

Is specific staff training required? Yes  No :

Type of training: \_\_\_\_\_

Training service provider: \_\_\_\_\_

Name of person/s to be trained: \_\_\_\_\_

Date of training: \_\_\_\_\_

When this course of medication concludes, please retain this form in the student's school file.

FORM 3





**TIMING OF THERAPY/SERVICE REQUESTED**

Days	<input type="checkbox"/> M <input type="checkbox"/> T <input type="checkbox"/> W <input type="checkbox"/> Th <input type="checkbox"/> F
Time	e.g. 10.00am-11.00am
Regularity?	e.g. Weekly/Fortnightly etc

**Office Use Only**

<b>APPROVAL</b>	<p>Student name: _____</p> <p><input type="checkbox"/> Application Approved  <input type="checkbox"/> Application Approved, pending modifications (state below)  <input type="checkbox"/> Application NOT Approved (state reasons below)</p> <p style="text-align: center;"><b>Please note that once approvals are given and bookings made it will usually not be possible to reschedule.</b></p>
	SIGNATURE:
	DATE:

**PLEASE ENSURE YOU CONFIRM THESE SESSION TIMES WITH YOUR THERAPISTS**