



EVERY CHILD, EVERY OPPORTUNITY

Community Handbook

9414 2080
www.ledaeducationsupportcentre.com.au
1-25 Feilman Drive, Leda 6170

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School Essentials

Address: 1-25 Feilman Drive, Leda 6170
Telephone: 9414 2080
Email Address: Leda.ESC@education.wa.edu.au
Website: www.Ledaeducationsupportcentre.wa.edu.au
Office Hours: Monday - Friday 7.15am - 3.15pm
(closed for school holidays)

School Hours:
Learning Commences: 8.30am
Recess: 10.36 - 11.08am
Lunch: 1.13 - 1.36pm
Learning finishes: 2.30pm

Kindergarten Schedule

Nhumbats	Monday & Tuesday 8.30-2.30pm Wednesday 8.30-2.30pm (alternate weeks)
Djiti Djiti	Thursday & Friday 8.30-2.30pm Wednesday 8.30-2.30pm (alternate weeks)

Term Dates 2025

Term 1	Wednesday 5 February - Friday 11 April	Term 3	Monday 21 July - Friday 26 September
Break	Saturday 12 April - Sunday 27 April	Break	Saturday 27 September - Sunday 12 October
Term 2	Monday 28 April - Friday 4 July	Term 4	Monday 13 October - Thursday 18 December
Break	Saturday 5 July - Sunday 20 July	Break	Friday 19 December - Sunday 1 February

Welcome to our school

This booklet has been produced to provide parents, caregivers and interested community members with general information about our school. It is designed to assist parents and students to settle in and make a happy and smooth start into Leda Education Support Centre.

Leda Education Support Centre is committed to delivering the highest quality learning experiences through individualised programs for children with special needs. We strive to advance each child's personal development and increase their community participation.

Senior Leadership Team

- Principal - Kelly Barker
- Associate Principals - Samantha Ewen-Hinson
- Manager of Corporate Services - Hayley Barrodeen & Natalie Lucken

All final decisions rest with the Principal, who is responsible for:

- the educational leadership, operation and management of the school;
- delivering education programs that meet the needs of students and are in accordance with requirements of the School Curriculum and Standard Authority Act 1997;
- ensuring the safety and welfare of students on school premises, and away from the school premises but on school activities, so far as can be done reasonably ;
- ensuring appropriate standards of academic and non-academic achievement ;
- articulating how the financial and human resources will be used to deliver the educational program ;
- developing a workforce plan encompassing future needs and :
- compliance with all legislation

Teachers

Miss Rebecca Garbett	Miss Holly Andros
Mrs Rebecca Walsh	Mrs Julie Pearson
Ms Marisa Tufilli	Mrs Belinda Cox
Mrs Karlee Cimetta	Mrs Nicole Mirco
Mrs Hayley Backhouse	Mrs Hannah Swinden
Mrs Joeylyn Pastor	Miss Ciara McTaggart

Education Assistants

Mrs Shannan Cotterill	Mrs Erin Whitfield
Mrs Miranda Shakeshaft	Mrs Donna Jenkins-Lewis
Mrs Dawn Blackie	Mrs Letteshea DeRosa
Mrs Rattana D'Arcy	Mrs Martina Wilesmith
Mrs Zoe Ridley	Mrs Nicole Watson
Ms Heather Frezza	Mrs Angie Oubid
Mrs Sally Williams	Miss Laura McKenzie
Mr Zac Baker	Mrs Tracey Primrose
Mrs Amy Weston	Ms Tracy Booyesen
Miss Laura Taylor	Mrs Jacqui Stewert
Mrs Melanie Whitehurst	Ms Diane Bulmer
Mrs Charlotte Edwards	Mrs Jodie Lynn
Ms Cabrini Deal	Mrs Lisa Barron-Sullivan
Mrs Helen Tien	Mrs Anoja Jeewandrarage
Mrs Leesa Rini	Mrs Penny Moring

Enrolment and Administration

Enrolment Information

Standard Enrolment

Education support facilities may offer enrolment to students in the following disability categories:

Students with an Intellectual Disability or Global Development Delay and who are eligible for an Individual Disability Allocation under this category. Students with eligibility for an Individual Disability Allocation for Autism Spectrum Disorder and a demonstrated high educational need.

Enrolment through Local Placement

Where a student does not meet the criteria for standard enrolment in education support facilities but demonstrates high educational need, local placement in an education support facility of up to one year is permitted to address identified personal needs with the expectation that the student returns to their local school.

Local placement in an education support facility is subject to:

- Sufficient available accommodation in existing infrastructure and consideration of accommodation requirements for eligible students transferring during the year;
- Case management involving the principal, parents, Senior School Psychologist and/or Lead School Psychologist;
- Appropriate documentation of the approval decision and sign off by the Regional Executive Director;
- Annual review of the appropriateness of the educational program and the local placement; and all decisions to be capable of review.

Parent involvement and informed decision making

Collaborative decision making and the provision of informed consent by parents is essential in the education support enrolment process. It is the responsibility of the principal or delegate of the current school (if the student is already enrolled in a WA public school) to ensure an informed enrolment request is made on behalf of the parents. A Request for Approval for Enrolment in an Education Support Facility must be completed when applying to enrol at an education support facility, then transferring between education support facilities, or when applying for local placement.

Appointments can be made through the Administration Office for a team member to take you on a school tour. Please contact the office on 9414 2080.

Child Health Information

When enrolling your child the school must sight a recent copy (printed within two months) of each student's immunisation record (ACIR history statement) at the time of enrolment. A child's immunisation is expected to be up-to-date upon entry to school.

When enrolling your child, you will be asked to:

- provide a copy of your child's immunisation record (ACIR history statement). Telephone 1800653809 or visit www.my.gov.au/ to request your child's ACIR statement
- complete a Student Health Care Summary form which provides an overview of your child's health care needs and information for use in a medical emergency
- complete, sign and return one or more specific health care plan/s if the Health Care Summary indicates your child requires support at school
- ensure that any medication and equipment you provide for your child is up to date and in working order

NOTE:

- You may wish to meet with school staff to discuss your child's health care plan/s, particularly if staff need to be trained to support your child - please organise through administration
- Some health care plans for serious conditions require a medical practitioner's signature. It is important to arrange this as soon as possible. These plans require updating annually.

Up to Date Records

It is essential that all student information provided is accurate and current. All medical information needs to be correct at time of enrolment to enable the school to create an emergency response plan if one is required.

Student welfare is our highest priority. It is vital that in an emergency, we can reach parents/carers immediately. Should parents be unavailable, the emergency contact supplied will be called. Therefore, it is important that this contact information is kept updated. If there are changes of address, contact numbers, emergency contacts or medical details please ensure the school is notified immediately.

Attendance and Student Absences

As per the **School Education Act (1999)**, all children of school age are required to attend the school on the days the school is open. Student attendance is recorded each day at the commencement of the morning and afternoon sessions

If your child is absent from school, parents are required to provide an explanation for the absence by contacting the Administration Office, through the SeeSaw app or MSG U platform. This is a legal requirement.

The Department of Education does not authorise student absences for family holidays that occur during term time. Parents are required to notify the school of their intent to take holidays. The school is not able to provide learning tasks or activities for students absent from school due to family holidays.

Collection of Students

Please be punctual at both drop off and pick up times. Kindergarten and Pre-Primary students must be dropped off and picked up at the classroom by a responsible adult. Only adults with permission will be permitted to take a child from school.

Children arriving late to class can find it difficult to settle and be organised for the day. It can also cause disruptions to the teaching program in progress when students arrive late. We ask that children arrive by 8.30am to settle in for the start of the school day.

For arrivals after 9am, students need to be dropped at the Administration Office. A member of the Administration team will take your child to class.

If a parent or guardian wishes to collect a student during school hours (8.30am to 2.30pm) they must call into the Administration Office for a leave pass which is handed to the teacher, before the child will be allowed to leave their classroom. Children cannot leave school grounds without a parent or guardian first signing them out.

If you need to pick your child up before 2.30pm on a regular basis, please contact administration for approval.

Students will be released to parents when the bell goes at 2.30pm.

Kiss and Drive is operational between the hours of 8.10-8.30 and 2.35 - 2.45. Please do not queue up at the gate as it creates a traffic backlog.

Voluntary Contributions and Charges

The determination of voluntary contributions and charges has been approved by the School Board. The 2024 Voluntary Contributions and Charges are made available at the end of the year and available on request.

Voluntary payments are requested from parents and go towards the cost of materials, services and facilities used by our students. Whilst contributions are voluntary, the quality of our teaching and learning program is enhanced when each family contributes to supplementing received school funding. Current charges are \$40 per/student and payable via cash or bank transfer.

Account Name: Leda ESC

BSB: 066 135

Account #: 10201015

Please use your child's name and activity as the reference

School Community

School Board

The School Board works in partnership with the Principal to ensure the best possible outcomes for students. We actively seek increased opportunities for community engagement and feedback, raising our school profile and investigating opportunities that allow us to tailor the teaching/learning programs to meet the needs and context of the students within our Centre.

The Board takes their role seriously and as such is always looking for ways to improve practise and for this reason we encourage parents to approach our Board with any questions or suggestions. We also strongly support regular parent engagement with the school to support their child's learning.

The School Board prioritises the following tasks:

- Noting of the annual school report, school budget and student performance targets and achievements;
- Noting the financial arrangements necessary to fund the school objectives, priorities and direction;
- Noting the Business Plan and Delivery and Performance Agreement;
- Ensuring that all Board members receive appropriate training;
- Ongoing review of school policy;
- Supporting and promoting the Board to parents and the wider community.

If you have any queries you would like to raise with the School Board please send an email to our secretary natalie.lucken@education.wa.edu.au

Parents & Citizens (P&C)

The Leda Primary Schools P&C association provides parents and community members the opportunity to participate and contribute to the educational experience of our students, brings parents together to share information and views, and assists the school in building positive engagement with students and families. All parents are welcome to attend.

Communication

The staff at Leda Education Support Centre value positive partnerships with parents and the school community. We will continue to provide opportunities for parents to connect and communicate with the school.

A connected network of digital mediums enhanced by various opportunities to engage face to face will enhance the valuable two-way communication that is necessary between parents and the school. We encourage all parents to be strong partners in their child's education and encourage you to be involved in school activities.

Details of specific parent and community engagement events and activities will be communicated via Seesaw and MSG U. Where appropriate, teachers should be your first point of call to discuss most issues concerning your child's learning at school. Often speaking promptly with the classroom teacher greatly assists in working through any issue and a satisfactory is achieved for all. If you have any concerns during the year regarding your child, we would appreciate if these issues are relayed to your child's teacher or please email the school at

Leda.esc@education.wa.edu.au as soon as they arise. Please do not contact staff after 4pm. You will find that there is often a simple solution. If you need a more detailed discussion, please feel free to make an appointment.

Methods of Communication

Our school utilises the following method of communication to engage with families and the wider community:

- Seesaw
- School Website
- Newsletter
- MSG U

Seesaw

At Leda Education Support Centre we use the Seesaw platform to communicate with parents with students also learning skills in uploading their content to their Seesaw page. It is a free to parents and secure teaching and learning platform supported by the Department of Education. Staff, parents and students can access it anywhere, at any time and on any device. If you are having problems receiving notices please contact the Administration Offices.

The SeeSaw app is available from the Apple App Store and Google Play. This app allows families to receive instant notifications and allows for easy viewing of notices, photos and attachments allowing you to easily stay up-to-date with your child's schooling.

School Website

Our Leda Education Support Centre website - www.ledaeducationsupportcentre.wa.edu.au - will be a central point of information about the school. This is an excellent communication tool. Newsletters can also be accessed here.

Newsletters

The newsletter is distributed through our digital platforms once per term. A message advising the new newsletter is available will be sent to you via our MSG U system. Please take the time to read this communication so you can see the incredible work our students are engaged in.

MSG U

message you Schools sends automated messages to parents about their child's unexplained absence from school recorded in SIS. You can respond on this platform to update and advise.

Parent Teacher Interviews /Meetings

The Senior Leadership Team and teachers are always pleased to discuss with parents any issues that may arise either with their children's schooling or general welfare. Parents wishing to meet with teachers are requested to make an appointment.

Teachers cannot come to the telephone during lesson times or respond instantly to SeeSaw notifications but will endeavour to respond to your messages by 4pm. If this is of an urgent nature please contact the Administration Office.

Teaching and Learning

Positive Behaviour Support (PBS) is a decision making framework that guides selection, integration and implementation of the best evidence based practices for improving academic and behaviour outcomes for all students.

Positive Behaviour Support is an individualised and evidence-based approach with the primary aim of teaching and encouraging children in new ways. This approach makes challenging behaviours less likely to happen because it removes or lessens triggers and encourages and rewards preferred behaviour. It teaches the student alternative and more effective ways of communicating and getting what they want. At Leda Education Support Centre our PBS expectations are Respect, Responsibility and Self-Control.



Literacy

At Leda ESC, we believe every child should have every opportunity for success in life. We also believe that literacy forms a key foundation of this success. Reading, writing and communicating underpin skills required for access to community, and furthermore, workplace engagement and success.

Across our school, we prioritise our literacy teaching and learning, including using programs such as Letters and Sounds and Talk4Writing. Teachers utilise intervention tools including Colourful Semantics, as well as Augmentative and Alternative Communication (AAC) devices and multisensory strategies to maximise student engagement within literacy.

Mathematics

Success in Mathematics can indicate future outcomes for our students, with solid foundations needing to be built. Mathematics in life, whether it be in cooking, shopping, working or even in various hobbies, needs to have a solid foundation in practical and concrete examples.

At Leda ESC, Mathematics has a large focus the use and understanding of number, bridging the gap students have between concrete, representational and abstract concepts. Using a variety of materials, we provide explicit instruction examples allowing students to be shown a concept, before guided then independent application. With practice, comes fluency, so students develop automaticity in a range of fundamental concepts.

Incursions and Excursions

To support and enhance our learning programs, through the year students will have the opportunity to participate in incursions and excursions. Parents will be advised of these events, and of any additional costs that is required. Incursions may require additional parent consent for their child to participate, while all excursions will require parent consent as students leave the school grounds.

Incursions and excursions are only run when they add value to our students' learning, and as such, we encourage all our students to participate in these events.

Reporting to Parents

At Leda Education Support Centre we believe assessment of learning is integral to the achievement of high quality learning outcomes. WE are committed to providing clear and consistent reporting regimes. Reporting for Years Kindergarten to Year 6 includes:

- Semester Reports
- National Assessment Program Literacy and Numeracy (NAPLAN) for students in Year 3 and 5. Reports will be issued in Term 3 if parents choose for their child to participate.
- Other methods of reporting will be used on a needs basis. They could be:
 - Telephone discussions between parents and teachers and informal encounters and discussions.
 - Parent teacher meetings that may include external stakeholders
 - Letters and other forms of correspondence from teachers and other school personnel to advise parents about success or concerns

Policies and Procedures

School Dress Code

All public schools are required to have a dress code, and students are required to comply with the code unless granted a specific exemption. Our dress code has been established by the staff and School Board for all students attending Leda Education Support Centre.

Our school uniform features a red polo (which includes our school logo) and black bottoms. Uniform items are available from the Administration Office. Clothing of the same style and colour may be purchased from alternate sources.

Hats

Our school operates on a no hat - no play policy. As a sun smart school broad rims hats and bucket hats are expected to be worn. Hats are available to purchase through the Administration Office.

Student Illness or Injury

Please do not send your child to school if they are unwell.

As a local public school we are bound by local government authorities to prevent and control the spread of infections in the community.

Many infectious diseases require that children and/or staff be excluded from childcare or school settings for a recommended period of time to reduce the risk of transmission. For some infections, the duration of exclusion may depend on the child's immunisation status. This information is sourced from The Government of Western Australia Department of Health and we refer to the Control of communicable diseases manual.

While staff can treat minor injuries and provide a short period of rest for a student feeling unwell, should a student be unable to engage in the individualised program the listed parent/guardian will be contacted to collect their child. If the parent/guardian cannot be contacted, the emergency contact person listed on the child's enrolment form will be called.

Should a parent/carer be unable to attend to assist a child who is unwell or injured, and the Principal or Deputy Principal believe medical attention is required, the student will be transported to the nearest public hospital by ambulance at the cost of the parent.

Adults collecting sick or injured children are to enter the Administration Office and sign the student out using the iPad provided. It is of great importance that the school is informed of any change of address, phone number and medical conditions.

Students requiring Medication

If a child required medication the parent and prescribing doctor must complete a 'Health Care Authorisation' form. Medication must be received in its original packaging with dosage clearly legible.

Head Lice Policy

Head Lice are a common problem in all schools. Our school adopts the guidelines developed by the Department of Health. Parents will be contacted to come and collect their child if lice are found. Students may return to school after treatment has commenced and all eggs are removed. Parents are responsible for checking their hair on a regular basis to ensure that head lice are not present. Classes will be notified of head lice where appropriate.

Thank you for taking the time to read this handbook. Please do not hesitate to contact the school if you have any queries at any time. We hope that you and your child have a happy and successful story at Leda Education Support Centre.

SCHOOL MAP

PERHAM CRESCENT

CAR PARK

Block 5

19	20
18	21
17	

Gardener

UNDERCOVER AREA

Playground

Block 2

R 16	R 15
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R 14	R 13	R 12
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Block 1

R 5	R 4
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R 6

R 3	R 2	R 1
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Science

Music

Library

Specialists

ESC
R 31

R 30
Dance/Drama

Playground

ESC
R 32

Block 4

R 11	R 10
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R 9	R 8	R 7
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Block 3

ESC
R 26

ESC
R 28

ESC
R 33

R 25	R 24	R 23
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ESC
R 34

Onsite

Room 26
Room 28
Room 29
Room 31
Room 32
Room 33

ADMIN
BLOCK

ESC
Admin

ESC
R 29

Offsite

Room 27
Room 34

Basketball
Court

STAFF CAR PARK

FEILMAN DRIVE