Thank you for supporting

Cascade Primary School

A District Public School
Community & Action
Engagement, Sustainability, Innovative & Responsive

2015 Parent Handbook
SCHOOL COUNCIL

The School Council’s Fundamental purpose is to allow parents and members of the community to be involved in:

- Establishing and reviewing the school's vision and priorities;
- Endorsing financial planning and review of priority areas;
- Establishing and implementing policy directions;
- Approving charges, contributions and fees, etc;
- Providing advice on dress code and religious education, etc; and
- Promoting the school in the community.

Participation in the School Council, with its vital role in decision making and policies of Cascade Primary School, enables parents and community members to gain insight into how their school is managed and also allows for parental input, so that the best interests of the students and the school community are achieved.

The School Council is guided by Terms of Reference. These are available from the school office. The Principal of the school will invite nominations from suitably qualified persons to fill vacancies occurring in the categories referred to in rule 5.1 of the Terms of Reference. Elections will be held where the number of nominees is greater than the vacancies available.

Holding a position on the School Council can be very rewarding and has the capacity to provide insight into the education system.
COLLECTION OF MONIES
Money – sent to school in envelopes: named/dated/purpose on the front.
Receipts – should be kept after money has been received from the office.
Parents have the option of paying electronically for specific items.
Account Name: Cascade Primary School
BSB: 016-628
Acc. No: 432806243

PARENTS AND CITIZENS ASSOCIATION
The Parents and Citizens (P&C) Association represents the community at our school and aids the school in providing the best possible education for our students.
Participation by parents in P & C activities creates a better understanding of the school’s unique circumstances and allows all parents to work together for the benefit of the children.
The Cascade Parents & Citizens Association holds two meetings per term in the school library. These meetings are advertised in the school newsletter.
The P & C plays an active part in fund raising to support school excursions, camps and school improvement. Your time and input into meetings can only make the school more responsive to our school community needs and expectations.
School Details

Address: RMB 9152
Esperance WA 6450
Phone: 08 9079 2061
Fax: 08 9079 2096
Mobile: 0428 792 061
Email: Cascade.PS@education.wa.edu.au
Website: www.cascade.wa.edu.au

History

The original Cascade Primary School was opened by Honourable D.J. Wordsworth, M.L.C. on the 13th September, 1974. The current school was opened by Honourable D.J. Wordsworth, M.L.C on behalf of the Honourable Mr. Bill Grayden M.L.A on the 17th July 1981. Mr. D Mossenson, Director General Of Education represented the Education Department.

Previously the school was located at two different sites within the Cascade area. The first site was on the corner of Beltana Road and Ashdale Road and the second site on the southeast boundary of Wilaust from 1974 onward.

The school consisted of transportable buildings but, with considerable efforts by the Cascade Community, the government opted to build the present purpose-built brick building which is able to facilitate 100 children.

4-YEAR-OLD STUDENTS

Our 4-year-old Kindergarten program in 2015 will be held for the full day on Tuesdays and Thursdays during Term 1 and Term 2.

In Term 3 and Term 4 this will alter to Tuesdays, Wednesdays & Thursdays each week.

Kindy students are not required to attend school during swim camp week.

5-YEAR-OLD STUDENTS

Cascade Primary School conducts a Rural Integration Program, with the Kindy and Pre-primary students part of the Junior class.

At Cascade Primary School we conduct a full-time Pre Primary program for 5-year-old children. Children are permitted to attend this class if they turn 5 before 30th June in the year of admittance.

LANGUAGES

All children in WA between Year 3 and Year 10 must learn another language. Spanish is the language that will be taught at Cascade Primary School in 2015. Students have the opportunity to continue with language studies at Esperance Senior High School.
Minor Analgesics:
Analgesics are pain suppressants (e.g. aspirin or paracetamol) and can have undesirable side effects on children. Aspirin will not be administered to students without a medical practitioner’s written instruction because of the possibility of the development of Reye’s Syndrome (a potentially fatal disease of childhood).

ASTHMA
Cascade School is a recognised “Asthma Friendly School”. If your child is a known asthmatic, please ensure that the school is informed, including the degree of severity. These children should carry their own puffer with them in their school bags at all times. The School does have a puffer and spacer for emergencies.

SCHOOL NURSE
The School Health screening service operates at all Department of Education schools for Kindergarten students:

- **Kindergarten**: Universal Vision & Hearing screening
- **Years P – 6**: Upon request when nurse visiting Kindergarten Students, reviews, checks and referrals.
**Attendance Information**

Parents have a legal obligation to send their children to school each day for those enrolled in Years P to 6. Kindergarten children attend school two days a week in Term 1 & 2 and three days in Term 3 & 4. All absences are recorded electronically and require a reason to be provided which is dated, signed and recorded. *School Ed Act 1999 Div. 3.24 (1 a, b) A parent may send an email to explain the child’s absence, or phone the school office and then follow up with a note.*

Although there is no legal requirement in the School Education Act 1999 for pre and post -compulsory aged students to enrol in a school, there is the expectation that once enrolled students will attend on a regular basis, and positive attendance should be fostered with all students. Kindy students are not required to attend during Swim Camp Week.

**Contributions for 2015 are as follows:**

- Kindergarten & Pre Primary: $60
- Year 1 - Year 6: $50

**Charges**

The term ‘charges’ refers to the provision of extra cost optional activities which are part of an educational program and which contributions do not cover. All of the following are optional and if no payment is received, an educational activity with a similar outcome will be provided for that student. Charges are due as incursions/excursions/camps occur, not up front. The 2014 extra cost optional activities which have been approved by School Council are as follows. The estimated costs provided will not exceed this amount. If a particular event does not transpire within the school year no charges for this event will apply. The school council has approved all charges.

**Swimming Camp Yrs PP-3 (Term 3)**

The actual format, timing and costs of such an event in 2014 remain unknown due to changes to camps each year. Parents of students in Years 4—6 will only pay a maximum of $170 whilst students in P—3 will pay a maximum of $120. Fund raising may be necessary.

**Canberra Camp Years 5 & 6 (Biennial—2016)**

The actual cost may be much less than the maximum amount listed on the next page depending on the level of subsidy from student and parent fundraising, school, P&C and Federal Government subsidies.

**Senior Mallee Camp Years 3—6 (Biennial—2015)**

Costs may vary from the actual price listed and year 3s are still under discussion as to their participation due to their young age.

**Excursions/Cultural Activities**

Based upon 1 – 2 excursions per term, including bus travel.

**MEDICATION POLICY**

It is most important that the school knows of any allergies or health problems your child has. Please keep us informed of any changes. Likewise any changes to contact details need to be forwarded to the office so that records can be kept current.

Parents are asked not to send their children to school if they are sick. We do not have facilities to cater for children with infectious sickness / diseases.

The W.A. Department of Education has published a policy and a procedure document that formalises “The Administration of Medication” at school. The basis for this policy is that the school will comply with reasonable requests to assist with the administration of medicine to students. Such requests must be negotiated with the Principal at school and need to be in writing.

If the medication to be administered is prescription medication, then a special form (Generic health care management/emergency response plan) will need to be completed by both the prescribing doctor and a parent. This form, is available on request from the school, or alternatively, on-line from the Department of Education’s website ([http://www.det.wa.edu.au/studentsupport/behaviourandwellbeing/detcms/navigation/wellbeing/student-health-care/?page=2&tab=Main](http://www.det.wa.edu.au/studentsupport/behaviourandwellbeing/detcms/navigation/wellbeing/student-health-care/?page=2&tab=Main)). Staff are responsible for the welfare of the students whilst at school, so they must be informed of your child’s medication plan. There are health and safety issues involved, as well as end of line responsibility, which need to be considered.

All information provided will be kept confidential and access will be restricted to only those staff involved in the administration and/or supervision of the child concerned.
APPLICATION FOR SCHOOL BUS SERVICE
Parents need to apply online for all new students wanting to travel to school by bus. Applications are done online at www.schoolbuses.wa.gov.au under the parents tab there is an Application for Transport Assistance form which needs to be completed.

TUCKSHOP
The tuckshop is run once a week in Terms 2 and 3 by the P & C. The method for payment and placing orders will be advertised in the school newsletter at the end of the preceding term. Please contact the P & C representative if you are available to support this initiative. Please note that we are a peanut and legume/lentil free school. All participating parents should ensure all food is prepared completely free of the above ingredients.

DENTAL SERVICE
The Health Departments School Dental Service Mobile Unit visits the school each year and is available free of charge to all children eligible for treatment within the School Dental Service. Children are also entitled to have treatment at the Esperance Dental Therapy Centre which is situated at the Esperance Primary School. Please contact this centre directly if you are concerned about your child’s dental health or if a problem arises that cannot wait for the school’s annual visit. This service is also free of charge.

SCHOOL PSYCHOLOGICAL SERVICES – (Referrals)
Cascade Primary School is able to access the services of the School Psychologist who is based in the Goldfields Education Region. Referrals are made through consultation between the Learning Support Coordinator, the Principal and the classroom teacher. Parents are involved at all times. A copy of the SAER Policy is available on the school website.

Allergies
Allergies and anaphylaxis are a very serious matter, especially due to our isolation. Parents are required to supply a fully detailed action plan from their child’s doctor concerning any allergies of their child/ren. If medication is required to be administered then a Health Care Plan should also be provided (details page 17). Due to current allergies within the school, we are a peanut and lentil/legume free school. Please do not send these items to school.

Maximum Charges 2015
Swimming/Camps Yrs P-3 $120
Swimming/Camps Yrs 4-6 $170
Excursions/Cultural Activities $50
Senior Mallee Camp (3-6) $500
Booklist $100

School Hours
The school day at Cascade Primary School is divided into 3 teaching blocks:
8.50am – 10.50am
Morning recess: 20 minutes
11.10am – 12.35pm
Lunch: 35 minutes
1.10pm – 3.00pm
EARLY CLOSE each Friday at 2.30pm.

School Terms
The Department of Education and Training operates schools in four terms per academic year.
Term 1 and 2 constitute Semester 1
Term 3 and 4 constitute Semester 2
Term 1 2014 = Mon 2nd Feb – Fri 3rd April
Term 2 2014 = Mon 20th April – Fri 3rd July
Term 3 2014 = Mon 20th July – Fri 25th September
Term 4 2014 = Mon 12th October – Thur 17th December

Administration Staff can be contacted at the school four (4) working days prior to school commencement. Teachers may be contacted two (2) working days prior to school commencement.
Behaviour Management

Cascade Primary School promotes self-discipline as the goal of this behavior management policy. We proactively promote a positive, educative discipline approach that values respect and uses conflict resolution strategies to empower students. Staff and parents operate harmoniously with each other. Our purpose is to recognise and respect the rights and responsibilities of the individual within the wider community.

At Cascade we value:
Being Kind
Being Respectful
Being Considerate
Being Safe
Being Courteous

At Cascade we have zero tolerance for:
Physical violence or emotional bullying.
Stealing and vandalism of either school or personal property.
Throwing harmful objects of any kind.
Leaving the school site without permission.
Inappropriate behaviour on school buses. (See School Bus Rules)

Positive Rules:
We walk on paths, verandas, cement and run on the grass or sand.
Students enter classrooms only with teacher permission.
Food is eaten when seated on benches, lawn or undercover area.
Students take responsibility for their own actions in the classroom and in the playground.
Students wear hats when outside in the sun (Terms 1 – 4)

SCHOOL BUS RULES

Important: Please inform us about changes to travel arrangements!
If for any reason a child is not travelling to or from school on their normal bus, parents must advise the bus driver and the school. Each of the Cascade buses, and the school is equipped with a UHF two-way radio (Channel 12). Some buses are almost full and it may not always be possible for students to be accommodated on a bus other than their own.

1. The students will always remain seated while the bus is in motion.
2. Students will keep all parts of their body and any objects inside the bus.
3. The driver’s vision will remain clear at all times and unobstructed by students.
4. Students will be well behaved and remain friendly with all other students.
5. The driver’s instructions will be obeyed at all times.
6. After alighting from the bus, students will stand back from the road until the bus has moved away and they can see that the road is clear from both directions before crossing the road.
7. The Bus Driver and Bus Monitor will count students on the bus and ensure all are present.
8. Any acts of vandalism are regarded as serious and will be investigated thoroughly. Action will be taken.
9. Students will be aware that it is dangerous to run behind or in front of a vehicle as neither the Bus Driver nor passing traffic will be able to see them or stop.
10. Students should not play on the road in the morning or after leaving the bus in the afternoon.
11. If late for the bus, students should take special care and walk across the road in the morning or in the afternoon after leaving the bus.
12. Parents will inform the school and driver if the student is not returning home on the bus and that information will be transferred to the “Bus Information” whiteboard.
SPORT AND PHYSICAL EDUCATION

1. Association at Interschool Level: with Mallee Schools Athletics, to be held in March/April. Munglinup Primary School will be hosting this in 2015.
2. School Level: Faction Athletics held with Munglinup and Jerdacuttup, to be held in March. Cascade Primary School will be hosting this in 2015.

The periods allocated to these activities are a compulsory part of the total program of education. Therefore, a note is required when it is necessary for a student to be excused from a lesson. Students must dress appropriately for sport with specific consideration to suitable footwear and hats.

We endeavor to participate in a winter carnival each year, in co-operation with other Mallee Schools and Esperance Senior High School.

HOMEWORK POLICY

Our school homework policy highlights the following considerations –

1. The nature and amount of homework set is the prerogative of the class teacher and will be outlined to parents in Term 1 meetings and school newsletters.
2. It is expected that the formal homework given to students in the senior year of primary school will be completed to a good standard. (Years 5-6)
3. Informal activities that support the learning program of the classroom will be encouraged. (Home reading, learning spelling, computer based programs, unfinished class work, word games are examples of informal activities.)
4. Parents are encouraged to contact their child’s teacher to discuss any homework concerns.
5. The time occupied by homework will vary.
6. The amount of homework issued must not infringe on children being able to engage in recreational and cultural pursuits.
7. Homework will not be given as a punishment.
8. Homework will only be given on four school nights, Monday through to Thursday.
9. Homework is the responsibility of the child and should be supervised by the parent. It is not the responsibility of the teacher to ensure homework is completed.

SOCIAL AND EMOTIONAL HEALTH

KIDS MATTER

KidsMatter Primary is a flexible, whole-school approach to improving children’s mental health and wellbeing for primary schools.

Cascade is currently developing a two to three year cyclical process in which planning and action is being taken to promote a positive community; one that is founded on respectful relationships and a sense of belonging and inclusion.

As a national initiative, KidsMatter Primary, through its national and state and territory teams, provides a range of resources and support. KidsMatter is funded by the Commonwealth Department of Health and Ageing.

Mental health and wellbeing is vital for learning and life. Children who are mentally healthy learn better, benefit from life experiences and have stronger relationships with family members, school staff and peers. Good mental health in childhood also provides a solid foundation for:

- managing the transition to adolescence and adulthood
- engaging successfully in education
- making a meaningful contribution to society.

School is the most significant developmental context, after family, for primary school-aged children. Schools play a crucial role in building children’s self esteem and sense of competence. They can also act as a safety net and assist in protecting children from circumstances that affect their learning, development and wellbeing.
Social and emotional learning (including an evidence-based social and emotional learning program: Bounce Back—a classroom resiliency program)

Support for students who may be experiencing mental health difficulties

UNIFORM—BOYS and GIRLS

A selection from:
- Green polo shirt with collar and school logo (available P & C)
- Navy blue shorts or skort
- Navy Blue Skivvy
- Navy blue rugby jumpers (available P & C)
- Navy blue tracksuit pants
- Navy blue hat with school name (available P & C)
- Shoes or sandals (thongs are not appropriate)
- Winter lightweight jacket

The Parents and Citizens Association is supportive of the school dress policies and ordering of school uniforms is advertised in the school newsletter.

In the interest of Health & Safety hair which is longer than shoulder length should be tied back at all times.

A ‘NO HAT SHADE PLAY’ policy has been adopted.

In the interests of Health & Safety, students are required to always wear a hat when they are outside in direct sunlight.

If students are not wearing a hat they will be directed to a shaded area for the remainder of the play period. Cascade School hats can be ordered through the P & C.

In all terms, children are required to wear hats when outdoors.

Please note that sun screen is the child and parents’ responsibility and students are encouraged to use this additional protection by always having sun screen in their bags.

NAMING OF CLOTHING & EQUIPMENT

All items of clothing and equipment need to be clearly and indelibly marked with the owner’s name.

No responsibility can be taken to ensure the return of unmarked lost items.
ASSEMBLIES

Assemblies are conducted once per term. Assembly dates are published in the school newsletter. Parents and friends are encouraged to attend assemblies to celebrate the achievements of the children.

NEWSLETTER

The School newsletter is emailed home and for those families requiring a hard copy, it will be sent home with the eldest family member. It contains information on what is going on in the school and items of interest to parents and the community.

The newsletter is published and distributed on Fridays via email. Please check your email regularly as this is a vital communication tool used by the school. Checking your child’s school bag each week is recommended.

Any parents or community members with materials to be included in the newsletter are encouraged to have this material to the school by midday on the Thursday before, in email format wherever possible, to the Registrar and/or School Officer.

Please note:

Parents wishing to receive their newsletter via email, please contact the school to update your address when required.

SCHOOL UNIFORM

Students are encouraged to wear school uniform on all occasions, in the classroom and on excursions. Specific items within the school uniform are available from the P & C Uniform co-ordinator. Please ask the school for the name and phone number of this person.

School uniform must be worn on school excursions, for ease of recognition and safety.

PARENT CONTACT

There are times when the school may need to contact a parent/guardian e.g. illness, accident etc. Please ensure that information on school records is correct. If you change your address or phone number or that of the emergency contact changes, please let the school know as soon as possible.

At Cascade, the safety of our children is always our first concern. To help us keep all children safe, there are a couple of important pieces of paperwork that must be completed.

1. Whenever you, or anyone else visits the school, they must sign in at the office and collect a visitors badge. This way we always know who is on our site. Please sign out and return your badge before leaving the premises.

2. If you are taking your child early from school, whatever the reason, please sign them out at the office so we know where they are and who they are with at all times.

REPORTING TO PARENTS

Formal Reports will be sent home twice per year, at the end of Term 2 and 4. Parent interviews are also held during the first semester to keep parents informed of their children’s progress. Regular communication between the school and home will ensure that there are no surprises in the end of semester formal reports.

A Learning Journey is arranged in Week 9 Term 3. Parents are invited to the school on this day to not only view classrooms and student work but to engage in their child’s learning journey.

Student display folders are sent home in Week 9 of each term. Work included in the package reflects what the student’s have been learning but also clearly shows the progress the child has made.

Parents are always welcome at school to view their child’s work and to discuss his/her progress throughout the year, with or without the child being present. Please contact the school to make an appointment whenever you wish to discuss your child’s progress or other issues of concern.