



Thank you for partnering with  
**CASCADE PRIMARY SCHOOL**

**RESPECT . RESILIENCE . PRIDE . KINDNESS .  
 SENSE OF BELONGING**

A Public Primary School



**CASCADE PRIMARY SCHOOL**

**2023 Parent Handbook**

## CONTENTS

History	3
School Details	4
Terms & Times	4
School Bus info	5
Contributions and charges	6
School uniform	7
Coming on site	8
Communication	8
Reporting	9
Assemblies	9
Crunch&sip	10
SunSmart	10
Chaplaincy	11
Attendance	11
Carnivals	12
Homework Policy	13
LOTE—French	13
Medication Policy	14
Services	15
P&C	16
School Council	17
Staff Info	18
Staff Absences / Relief	19

## STAFF ABSENCES

At certain times in the year, staff will be absent from the work place for a number of different reason. The School makes every effort to replace our teachers and support staff with a quality employee on a relief basis. Due to our location we draw on a few members of the local community with the required qualifications, but often access staff out of Esperance.

Some of our regular relief staff include but are not limited to:

Christine King

Ali Moss

Wesley Moss

Sue Wilson

Kim Walter

Greta Ayers

Sheralee Mason

Tam Romeo

If you or someone you know has the qualifications for a role/s in the school, please get in contact with the Principal or School Office and join our relief staff lists. If you would like more information about roles in the education system, please get in contact with the Principal.

## STAFF INFO

### 2023 Appointed Staff

Principal: Ashley Weckert (Permanent full time)

Manager Corporate Services (MCS): Sonia Scott (Permanent 3 days - M, W, Th)

School Officer: Monique Christie (Permanent 2 days - Tu, F)

### Teachers

Junior Room: Sophie Bryant (Permanent full time)

Middle Room: Rhianna Watts (Fixed term 2023—M)  
Karen Ritchie (Fixed term 2023—Tu, W, Th)

Senior Room: Lynne Yuan (Fixed term 2023 full time)

Specialist Music: Maggie Tolman (Fixed term 2023 1 day - W)

Specialist Science: Karen Wooldridge (Fixed term 2023 1 day - F)

Specialist Technology: Karen Wooldridge (Fixed term 2023 1 day - F)

### Support Staff

Education Assistants: Noel Everston (Permanent full time)  
Monique Christie (Fixed term 2023 2 day - M, Th)

Cleaner: Sue Bain (Permanent 15hrs / week)

Gardeners: Andrea Minski-Fricke (Permanent 1 day / week)  
Faye Rollond (Permanent 1 day / fortnight)

## 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.



New Cascade Primary School, Built 1974

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.



## SCHOOL DETAILS

Address:	<ul style="list-style-type: none"> <li>RMB 9152, Esperance WA 6450</li> <li>Lot 50 Asha Court, Cascade WA 6450</li> </ul>
Phone:	08 9075 1350
Email:	Cascade.PS@education.wa.edu.au
Website:	www.cascade.wa.edu.au
Bank Details:	Cascade Primary School BSB: 016 628 Account: 432 806 243 ABN: 99797989941

## TERMS & TIMES

Buses arrive: 8.30am\*  
 School Starts: 8.40am  
 Recess: 10.40—11am (20mins)  
 Lunch: 1—1.30pm (30mins)  
 Warning Bell: 2.35pm  
 Home time: 2.45pm



The Department of Education operates schools in four terms per academic year.  
 Term 1 & 2 constitute semester 1  
 Term 3 & 4 constitute semester 2

### Dates 2023:

Term 1: 1st Feb —6th April  
     School Holidays  
 Term 2: 26th April—30th June  
     School Holidays  
 Term 3: 17th July—22nd Sept  
     School Holidays  
 Term 4: 9th Oct—14th Dec

*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.*

## 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 for Parent and Staff positions to fill vacancies that occur. 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.

Chair: Kim Walter (2022)

Parent members: Kim, Christine Neethling, Simeon Roberts, Mark Walter, and Scott Welke.

Staff members: Ashley Weckert (Principal), Sophie Bryant, Faye Rollond

## P & C

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 meetings as necessary in the school library. These meetings are advertised in the school newsletter and by email.

The P & C plays an active part in fundraising 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.

P & C run the uniform shop and tuckshop.

Tuckshop is run once a week in Terms 2 and 3

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 free school**. All participating parents should ensure all food is prepared completely free of the above ingredients.



## SCHOOL BUS

### **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).

### BUS RULES

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 exiting 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. On arrival to school, students will exit the bus in an orderly fashion and line up on the footpath until all students are off the bus.
8. The Bus Driver will count students on the bus and ensure all are present.
9. Any acts of vandalism are regarded as serious and will be investigated thoroughly. Action will be taken.
10. 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.
11. Parents will inform the school and driver of any changes

For school bus applications, visit  
[www.schoolbuses.wa.gov.au](http://www.schoolbuses.wa.gov.au)

### Bus Contractors Cascade

North and East—Kim Walter 0400 043 850

South—Lore Gilomee 0499 265 119





## CONTRIBUTIONS AND CHARGES

**2023**

### CONTRIBUTIONS

In accordance with the Department of Education's Contributions, Charges and Fees Manual, effective 14 August 2021, schools can request up to a maximum contribution of \$60 for years K – 6.

A contribution is 'voluntary' and the funds are used towards the cost of materials, services and facilities used by students in the education program.

Contributions collected at this school contribute to:

- Additional Curriculum resources
- Classroom resources, eg printer ink, paper, files, reading books
- Physical education and art equipment

Kindergarten  
\$30

Years PP – 6  
\$60

### CHARGES

The term **charges** refer to the provision of extra cost optional activities which are part of an education program and which contributions do not cover.

The 2023 extra cost optional activities, which have been approved by School Council, are as follows:

The estimated costs provided are at an upper limit and will not exceed this amount. If a particular event does not transpire within the school year no charges for this event will apply. The activities are optional and accurate costs will be communicated to prior to each event and should not be paid in advance of this communication. If no payment is received, an educational activity with a similar outcome will be provided for that student.

<b>Incursions / Excursions</b>	Maximum cost per student. Based upon 1-2 incursions / excursions per term, including bus travel. Eg. travelling companies (The Arts / Science) performances, Cannery Arts, Civic Centre performances, NAIDOC events.	\$100
<b>Year 3 – 6 Swim Camp</b>	Maximum cost per student. To include accommodation, food, transport and activities.	\$450
<b>Senior Camp</b>	This is the maximum charge. Planned camp for 2023 is to Canberra.	\$2600
<b>Year 6 Mallee Graduation Activity Day</b>	An end of year excursion for the graduating students of all Mallee schools.	\$70
<b>Year 6 Leavers shirt/jacket</b>	Specialised uniform exclusive to Year 6 students	\$150
<b>Intervention, English &amp; Maths Programs</b>	Resources that might be required for a specific intervention program. Eg MacqLit, MiniLit. Resources that might be required for a specific English or Maths program. Eg Spelling Mastery book	\$80

All Contributions, Charges and Personal Items (booklists) have been endorsed and approved by the School Council

## SERVICES

### Dental

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 Principal and the classroom teacher. Parents are involved at all times.

### 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.



## 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. Forms can be completed for the specific situations.*** 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).

If the medication to be administered is prescription medication, then a special form (Generic health care management/emergency response plan) that 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>).

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.

### Allergies and Asthma:

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.

**Due to current allergies within the school, we ask that parents refrain from packing foods containing PEANUTS.**

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 UNIFORM

Students are expected to wear school uniform on all occasions, in the classroom and on excursions. Specific items within the school uniform are available through the P&C Uniform co-ordinator. These items have been approved through the School Council.

Jewelry should be kept to a minimum and Hoop Earrings are unsafe for students to wear at school.

**All items of clothing and equipment need to be clearly marked with the students name.** No responsibility can be taken to ensure the return of lost items.

The school uniform consists of the approved school collard green shirt, with navy blue or black bottoms and closed in shoes.

School hats must be worn during all outdoor activities.

### Price List 2023

Green, Polo Shirt: \$17.00

Navy, School Jumper: \$26.00

Navy, School Jacket: \$43.00

Navy, Broad Brimmed Hat: \$15.00

All items are embroidered with the school logo

Prices subject to change

Contact Faye Rollond (0409 385 688) for all uniform orders and enquiries

## COMING ON SITE

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

1. Whenever you or anyone else visits the school, they **must sign in at the office**. Assemblies and special events, like a sports carnival, are the only exceptions. This way we always know who is on our site.
2. Please sign out at the office before leaving the premises.
3. If you are taking your child early from school, whatever the reason, please **fill out a Student Leave Pass** at the office so we know where they are and who they are with at all times. The yellow copy is given to the classroom teacher and the white copy retained for your records, should a truancy officer ever ask for documentation.
4. Students arrive late, after 8:45am, must sign in through the front office. They will then be directed to their classroom by Administration staff. Parents do not need to accompany a child in Year 1 or above to the office.

## COMMUNICATION

Contact to School can be through the front office on 9075 1350 or email [Cascade.PS@education.wa.edu.au](mailto:Cascade.PS@education.wa.edu.au)

Parents, please phone or email the school or classroom teacher for any absences. School absences are recorded electronically and require a reason to be provided which is dated and signed. *School Ed Act 1999 Div. 3.24 (1 a, b)*

The school Newsletter "The Cascade Connection" is a great way to keep up to date with all things related to the school. It includes important dates, friendly reminders, photos, accomplishments, events and other great information to help you feel connected with the school community. The school newsletter is updated and distributed every 3 weeks via email. If you would like to receive the school newsletter please inform the front desk. Alternatively, the newsletter will be uploaded to the school website [www.cascade.wa.edu.au](http://www.cascade.wa.edu.au)

## 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 4-6)
3. Informal activities that support the learning program of the classroom will be encouraged. Junior Room—Home reading and sight words and Senior Room—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 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.

## L.O.T.E

Students in year 1 to 6 will participate in L.O.T.E, Language other than English. The language at Cascade Primary School is French  
Sessions happen for each group, 1/2, 3/4 & 5/6 on a Monday and Thursday

See classroom timetables for further information.



## CARNIVALS

1. Sports carnival—School level. Combined with Munglinup to create 2 factions. Owls (white) falcons (red). To be held in Term 1, alternating between the 2 schools. Cascade oval in 2023
2. Sports carnival - Interschool level with the Mallee schools (Condingup, Scaddan, Salmon Gums, Esperance Christian, Munglinup and Cascade) held in Term 1, alternating between the 5 schools.. Although not all students will be in an event we do encourage all students (exc Kindy) to attend in a bid to increase support, enthusiasm and comradery. We do endeavour to give all students a chance to participate in at least 1 ball game.



## REPORTING

Parents are always welcome at school to view their child's work and to discuss their achievement and progress throughout the year. Please contact the respective teacher of your child or the Principal to make an appointment.

**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. Staff use Seesaw to share student work, communicate key information and reminders across the year. Seesaw **is not seen** as a platform to raise concerns or issues with staff. Please use communication modes to further this conversation.

**Students in Kindergarten:** portfolios will be sent home at the end of each semester. Work included in the package reflects what the students have been learning and clearly show the progress your child has made.

## ASSEMBLIES

Assemblies are conducted at the end of every term. Parents and friends are encouraged to attend assemblies to celebrate the achievements of the children. Certificates of Outstanding Academic Achievement are presented to students that have demonstrated that through effort and progress. You may also get the opportunity for an informal walk through of your child's classroom to view their work and engage with the school.

Mini Dunnart assemblies are held every 3 weeks, these are a closed assembly and are held to update students and staff on school activities and to promote and reward positive behaviour.

## CRUNCH&SIP

Participating in a daily, in-class Crunch&Sip break provides an opportunity for children to drink water and eat an extra serve of vegetables or fruit to support good health and to help with learning and concentration in the classroom.

Students are encouraged to pack a piece of chopped up fruit or vegetable in a separate container, along with a water bottle that can be consumed in class during the morning period. This does not replace recess.



## SUNSMART

Cascade Primary School is a SunSmart school. This means that we have a sun protection policy and practices in place which aim to reduce over-exposure to UV.

**Broad brimmed hats must be worn during all out door activities.**

Sunscreen is available through-out the school and its use is encouraged.



SLIP



SLOP



SLAP



SEEK



SLIDE

## CHAPLAINCY

Cascade PS is lucky enough to be serviced by 2 days of chaplaincy funding from the Department of Education. The chaplains are provided through Youthcare. Chaplains work in schools to support the social-emotional and wellbeing state of our students, staff and also parents.

We have Mr Roger Mansell with us on a Wednesday and Mrs Ruth Marold on a Friday. Parents can contact the chaplains directly should they have a matter they feel appropriate to discuss with them. Confidentiality rules do apply.

Roger.Mansell@youthcare.org.au

Ruth.Marold@youthcare.org.au

## ATTENDANCE

### Kindy

Our 4-year-old Kindergarten program in 2023 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. These lost days will be made up in Term 4. A note will be sent home stating what days.

### Pre-Primary to Year 6

At Cascade Primary School we conduct a full-time Pre Primary program for 5-year-old children. Children are permitted to attend full time school if they turn 5 years old before 30<sup>th</sup> June, in the year of admittance.

Parents have a legal obligation to send their children to school each day for those enrolled in years from PP to year 6.

Cascade PS sets out to achieve a strategic target of 92% attendance of all students across Pre Primary to Year 6. Student attendance below 90% puts them at indicated risk of academic progress and achievement.