Cascade Primary School
2014 Parent Handbook
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.

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.
- 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.

PARENTS AND CITIZENS ASSOCIATION

The Parents and Citizens 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.

OUR BELIEF

Children learn best:
- In an environment in which relationships are built on trust and respect
- When an individual’s health and well being is the foundation for learning
- When the teaching and learning processes and strategies promote life long learners
- When flexible learning opportunities are provided
- When parents are actively involved

We believe students require opportunities to develop:
- Interpersonal communication
- Cooperative learning
- Critical thinking
- Problem solving
- ICT... skills.

OUR VISION

Through effective pedagogy and a focus on social and emotional well being we will provide each student with the opportunity to be successful in developing the skills, knowledge and confidence they need to achieve their individual potential; enabling students to make a positive contribution to the community.

OUR VALUES

Learning
A positive approach to learning that is encouraged in others

Excellence
High expectations of students and staff which results in the high standards of social and academic achievement.

Equity
Recognition of the differing circumstances and needs of all students and dedication to achieving the best possible outcomes.

Care
Treatment of all individuals with care – relationships based upon trust mutual respect and the acceptance of responsibility.

Kitchen Garden

Supported by the Cascade P&C
Parents have a legal obligation to send their children to school each day for those enrolled in Years P to 7. Kindergarten children attend school two days a week in Term 1, two days and three days, alternative weeks in Term 2 & 3 and three days in Term 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.

Contributions for 2014 are as follows:

- Kindergarten & Pre Primary: $60
- Year 1 - Year 7 : $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.

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—7 will only pay a maximum of $150, whilst students in P—3 will pay a maximum of $120.

Fund raising may be necessary.

Canberra Camp Years 5 - 7 (Biennial) 2014

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.

Excursions/Cultural Activities

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

RELIGION IN LIFE

Tuesday - 1.10—3.00pm

If a parent of a child at a government school opts for their child not to participate in religious instruction they may notify the Principal of this in writing, [School Ed. Act 1999 Div. 3.71(1)]. The curriculum and teaching in all government schools is not to promote any particular religious practice, denomination or sect, [School Ed. Act 1999 Div. 3.68 (1)]

LANGUAGES

All children in WA between Yr 3 and Yr 10 must learn another language. Spanish is the language that will be taught at Cascade Primary School in 2014. 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:

- Pre-primary: Universal Vision & Hearing screening
- Years 1 – 7: Vision & Hearing screening, if not already done.
- Immunisation (as per Govt schedules)
- Reviews, checks and referrals.

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**MAXIMUM CHARGES 2012**

<table>
<thead>
<tr>
<th>Activity</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Swimming/Camps Yrs P-3</td>
<td>$120</td>
</tr>
<tr>
<td>Swimming/Camps Yrs 4-7</td>
<td>$150</td>
</tr>
<tr>
<td>Canberra Camp Yrs 6-7</td>
<td>$2000</td>
</tr>
<tr>
<td>Excursions/Cultural Activities</td>
<td>$50</td>
</tr>
<tr>
<td>Booklist</td>
<td>$110</td>
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<tr>
<td>End of year excursion Yr 7</td>
<td>$70</td>
</tr>
</tbody>
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**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:** 30 minutes
- 1.05pm – 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 3rd Feb – Fri 11th April
Term 2 2014 = Mon 28th April – Fri 4th July
Term 3 2014 = Mon 21st July – Fri 26th September
Term 4 2014 = Mon 13th October – Thur 18th December

Administration Staff can be contacted at the school three (4) working days prior to school commencement. (Teachers 2 days) at the start of the year.
Behaviour Management

Cascade Primary School promotes self-discipline as the goal of this behaviour 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
- Being Responsible

<table>
<thead>
<tr>
<th>At Cascade we have zero tolerance for:</th>
<th>Positive Rules:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Physical violence or emotional bullying.</td>
<td>We walk on paths, verandahs, cement and run on the grass or sand.</td>
</tr>
<tr>
<td>Stealing and vandalism of either school or personal property.</td>
<td>Students enter classrooms only with teacher permission.</td>
</tr>
<tr>
<td>Throwing harmful objects of any kind.</td>
<td>Food is eaten when seated on benches, lawn or undercover area.</td>
</tr>
<tr>
<td>Leaving the school site without permission.</td>
<td>Students take responsibility for their own actions in the classroom and in the playground.</td>
</tr>
<tr>
<td>Inappropriate behaviour on school buses. (See School Bus Rules)</td>
<td>Students wear hats when outside in the sun (Terms 1 – 4)</td>
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**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 (Health Care Authorisation) 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. (www.det.wa.edu.au/) 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.

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 Co-ordinator, the Principal and the classroom teacher. Parents are involved at all times.

A copy of the SAER Policy will be available on the school website in 2013.

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 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 realtionships 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.

Youthcare Support Chaplaincy Service
The YouthCARE Support Chaplaincy service program is a joint initiative of YouthCARE and the Department of Education.

The Chaplain will visit the school on alternate Friday’s. Students, parents and the community are invited to speak with the Chaplain if they require support. Parents will be asked to provide permission for their child before accessing this service.
The KidsMatter framework

• social and emotional learning (including an evidence-based social and emotional learning program—Bounce Back, a classroom resiliency program)
  working authentically with parents, carers and families
  support for students who may be experiencing mental health difficulties

SCHOOL BUSES

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 busses are almost full and it may not always be possible for students to be accommodated on a bus other than their own.

SCHOOL 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 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, (usually held in April)
2. School Level: Faction Athletics held with Munglinup and Jerdacuttup. (usually held in March) (Munglinup Primary School 2014)

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 perogative 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 5-7)
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. Year seven students should be aiming at 30 minutes plus reading time daily.
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.

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. This way we always know who is on our site. Please sign out 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 had 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.
**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.

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.

**UNIFORM-BOYS and GIRLS**

A selection from:
- Green polo shirt with collar and school logo (available P & C)
- Navy blue shorts or skirt
- 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 other terms (2,3) we strongly encourage children 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.