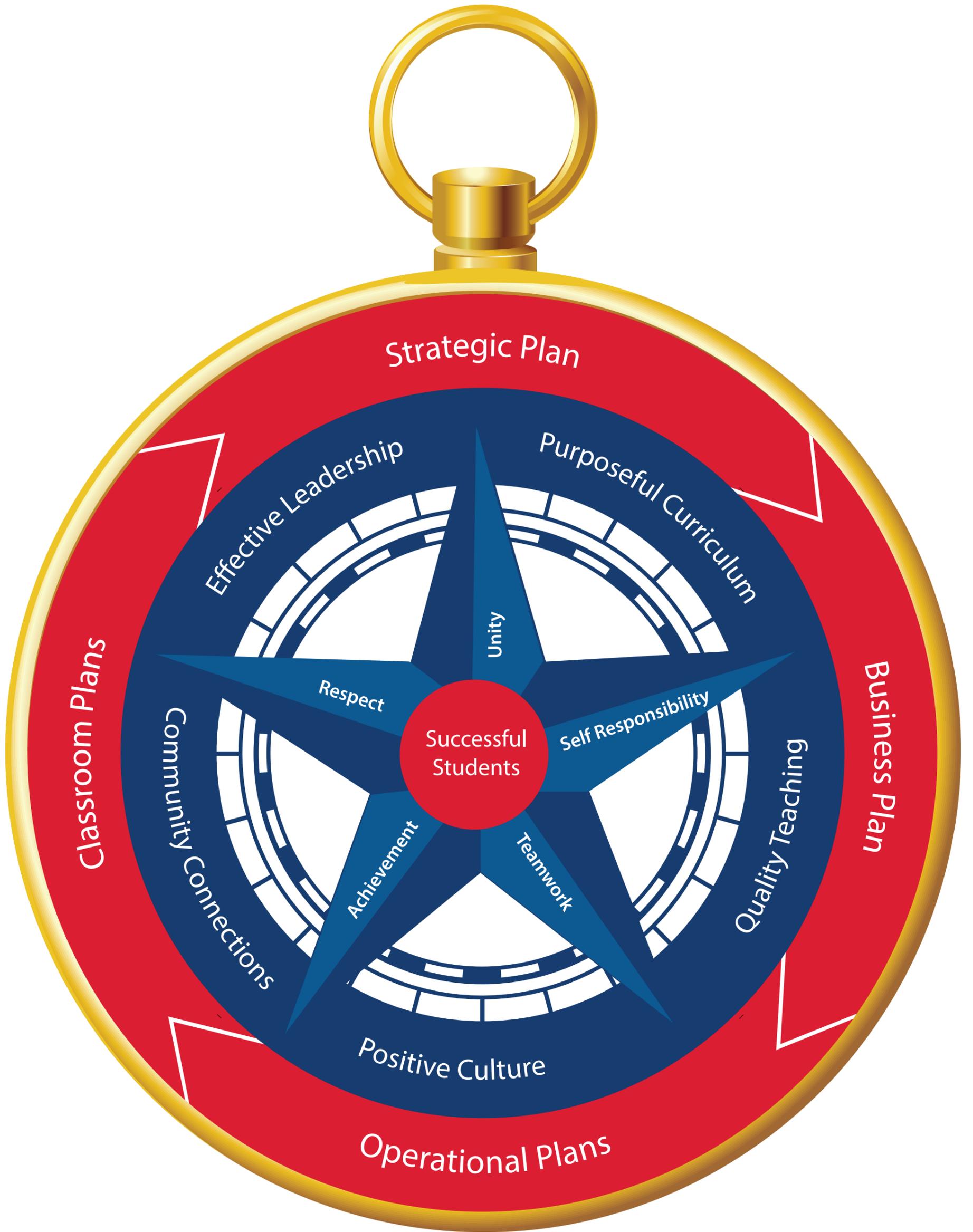


# Parent Handbook



LEEMING SHS EDUCATION  
SUPPORT CENTRE



Strategic Plan

Purposeful Curriculum

Business Plan

Quality Teaching

Positive Culture

Operational Plans

Classroom Plans

Successful Students

Unity

Self Responsibility

Teamwork

Achievement

Respect

Community Connections

Effective Leadership



## **Purpose** Building Bright Futures

Our purpose is 'building bright futures' by empowering students to reach their full potential and become active members of the community.



## **Vision** A warm welcoming and connected community

Our vision is to be a warm, welcoming and connected community, recognised for our innovative programs and excellent school - to - community transition.



## **Mission** Inspiring minds to Shine

Our mission is to inspire minds to shine by empowering individuals to find their strengths and build resilience.

## **Values USTAR**

At Leeming SHS ESC we value:

- U** Unity
- S** Self-Responsibility
- T** Teamwork
- A** Achievement
- R** Respect





# LEEMING ESC PARENT HANDBOOK



## Principals Message

The Leeming SHS ESC school vision is to be a warm, welcoming and connected community, recognised for our innovative programs and excellent school - to - community transition. On behalf of Leeming SHS ESC, I would like to extend a warm welcome to families and we look forward to working closely with you as a school community to enhance student learning.

At Leeming SHS ESC, we embrace and support the unique individual, and value their diverse abilities, identities and strengths. To foster these qualities, we create a warm welcoming and respectful school environment centred on student learning and wellbeing. Our aim is to provide students with access to high quality learning opportunities, focusing on building resilience for learning and life.

Leeming SHS ESC shares the school campus and facilities with Leeming SHS. Both schools enjoy a positive collaborative relationship and promote inclusion through activities, carnivals and special events throughout the year.

I hope you find the information in this Parent Handbook helpful and informative. If you have any questions, our friendly administration team are always available to answer your questions on [92376870](tel:92376870).

Keran Davies  
Principal  
Leeming SHS ESC

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## Assemblies

A whole school assembly occurs Monday of Week 5 and Week 10 of each term at 1:30pm in the Performing Arts Theatre.

Parents are welcome to attend assemblies and celebrate students' achievements with the school community.

Students also attend assemblies with Leeming SHS during the year. These assemblies are held at the Leeming Recreation Centre

## Attendance

Students are required by the School Education Act 1999 to attend school every day that the school is open. If a student is absent, a legal guardian is required to notify the school of the reason for the student's absence as soon as possible either in writing or as follows:

**School** ☎ [92376870](tel:92376870)

**SMS** ☎ [0437519299](tel:0437519299)

**A medical certificate is required for two (2) consecutive days of absences.**

## Bus Service

The school has six buses currently serving the school run by the Public Transport Authority. Parents/carers wishing to apply for transport assistance, especially bus access, should log on to the following website:

[www.schoolbuses.wa.gov.au](http://www.schoolbuses.wa.gov.au)

or telephone (08) 9326 2625



**Bush Rangers**

## Bush Rangers

The Bush Ranger Cadet Program is timetabled every Monday for all Leeming SHS ESC students. Each student is provided with a Bush Ranger shirt, which they are required to wear every Monday. The Bush Ranger program is a collaboration between local community organisations, The Department of Biodiversity, Conservation and Attractions and Leeming ESC. There are 10 modules that students are exposed to in years 7-12. These form part of our integrated curriculum with a focus on Science and HASS, developing an appreciation for the environment and the role the student plays in protecting the environment. The cadet program has been operating at Leeming ESC since 2012 and provides students with the opportunity to be productive, valued members of the community, teaches work skills and an experience at volunteering.

## Camps

Camps are an important part of the educational experiences of our students. In most cases, camps are organised by the class teacher. Generally, camps have Bush Ranger outcomes attached to them and this allows them to be subsidised with Bush Ranger funding. Payment of the camp must be made in full prior to students' attendance.

## Canteen

Leeming ESC students access the onsite canteen which is open every day for morning tea and lunch breaks. Students order their lunch before school in the morning and then collect their order from the canteen. All of our students are initially supported as they use the canteen and are assisted to become independent both in ordering and purchasing.

Parents can also make online orders via QuickCliq <https://quickcliq.com.au/>

## CBL

Community Based Learning (CBL) is part of our integrated curriculum. Students are explicitly taught behaviours, orientation, road safety and transport training while out in the community. Depending on student readiness, CBL commences mid-year 7 and can be scheduled by teachers to occur on a fortnightly basis.

## Chaplain

Our Chaplain, Vangi Evangeli provides pastoral care to students, staff and families through one-on-one sessions, programs and small groups. Vangi works within and alongside the Student Services team to promote and support the overall wellbeing of our school community. Vangi also develops partnerships with the local community to build connections for our school.

## Companion Card

Students may be eligible for a companion card. The companion card is for people with a significant and permanent disability, who require attendant care support in order to participate at community venues and activities. They will always need a high level of care to get to community based activities. These cards are particularly useful when staff accompany students on excursions and community based learning activities as it provides free tickets. Parents can give permission for the school to be sent a copy of the companion card. For further information, telephone the companion card information line on

Free call [1800 617 337](tel:1800617337) or

Email [wa@companioncard.asn.au](mailto:wa@companioncard.asn.au) or website [www.wacompanioncard.org.au](http://www.wacompanioncard.org.au)

## Communication with Teachers

The school utilises person centred planning principles when developing student plans. Planning meetings will occur in Term 1 and Term 3. We encourage parents/carers to maintain an active role in the development of these plans and the ongoing education of their child. Teachers are available to discuss your child's progress throughout the term. To schedule a meeting with a teacher please contact the school office.

## Connect

Connect is a learning, support and communications platform developed by the Department of Education WA for staff, students and parents in public schools. Check out the short video clip on Connect at

<https://vimeo.com/connectwa/welcome>

Each parent will be given their own secure login to Connect. Connect is totally free and, because it is provided by the Department of Education, very safe. As well as being able to log into Connect on any internet-connected device, you may also

receive notices from Connect that will be sent to you as either an email or a notification on your phone. A free app called Connect Now can be downloaded from Google Play or the Apple App Store and will let you receive Connect notices as push notifications. You can access your child's current and past reports at any time using this app.

## COVID & Remote Learning

To ensure that your child/ren continues to receive the education you expect from Leeming Education Support Centre during these uncertain times, we have used educational research and Department requirements to create a remote learning model to meet the diverse needs of our students. Our Model includes online learning through Teams, Seesaw and Connect and work packages for students who are unable to access online learning.

## Curriculum

Leeming SHS ESC is a well-resourced, specialist secondary school that offers students a range of exciting programs that cater for the individual students' interests, strengths and needs. General capabilities are an integral part of the Australian Curriculum through a focus on: Literacy, Numeracy, Information and Communication

Technology (ICT) and Personal and Social Capability.

From Year 10 we run School Curriculum and Standards Authority (SCSA) courses including: Preliminary courses in English and Mathematics. We also deliver endorsed programs in ASDAN, Bush Rangers and Workplace Learning. Senior School, students have the opportunity to engage in Vocational Education and Training courses (VET) which are delivered as a Certificate based course or as part of a School Based Traineeship linked to the workplace learning program.

## Consent2Go

Consent2Go is used to gain permission for excursions, incursion and camps. It is important that medical/medication information relating to your child is current, as this is used by staff members when in the community. Consent2Go are developing an app for parents that should be available by the end of 2021.

## Contact Us

8:00am – 4:00pm Monday to Friday

☎ [92376870](tel:92376870)

[Leeming.shsesc.admin@education.wa.edu.au](mailto:Leeming.shsesc.admin@education.wa.edu.au)

📍 Aulberry Parade, Leeming 6164

🌐 [www.leemingesc.wa.edu.au](http://www.leemingesc.wa.edu.au)

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## Education Support South Network (ESSN)

Leeming SHS ESC forms part of the ESSN with over 20 other member schools. Please visit the Facebook page for more information:  
<https://www.facebook.com/EducationSupportSouthNetwork>

## Emergency Contact Information

It is essential parents/carers provide emergency contact numbers and notify the school immediately of any changes to phone numbers, address or email address.

## Enrolments

Students must meet Department of Education criteria for enrolment at our school. Prospective parent meetings are held twice a term to discuss eligibility criteria, catchment areas and what Leeming ESC can offer in terms of academic, life skills and future pathway programs. A *request for approval for enrolment in an education support facility form* will need to be completed.

## Health Care

Medical information is collected via the school student health care summary which is completed when the student is enrolling at the school. This information is used by staff to create the student's health care plan. Common health plans include but are not limited to Asthma, Diabetes, Anaphylaxis, Epilepsy and Allergies. As a requirement of attending school camps and some excursions, medical information is requested for use by the supervising staff. Forms are distributed as required. Any change in the medical condition of a student must to be documented and given to the school. The school needs a signed form if a student requires medication administered at school.

## Illness

Accidents or illness: Students who feel unwell should report to the class teacher. They will then be directed to the school office where the parent/carer will be contacted to take the child home. The school nurse is available to assist and provide advice but is not able to treat students or provide first aid. The school does not have ambulance cover – this is a parental responsibility.

## Infectious Diseases

The following diseases require exclusion from school: chicken pox, head lice, influenza, measles, mumps, ringworm, rubella, school sores and trachoma. You can check with the school for the length of exclusion and if in doubt consult your medical practitioner.

## Immunisation

Students enrolling in Leeming SHS ESC must provide a copy of your child's Australian Immunisation Register (AIR) Immunisation history statement. This statement must be not more than 2 months old at the time of enrolment. To apply for an AIR immunisation history statement log on to Medicare Online via MyGov or phone [1800 653 809](tel:1800653809) to request a statement be posted.

## Facebook

### School Facebook Page:

Follow the official Leeming SHS ESC Facebook page for event information, photos, student and parent updates, newsletter links and the latest school news.

<https://www.facebook.com/LeemingSHSESC/>

### Parent Private Facebook Group:

The private Facebook group is a safe space to help parents and carers connect with one another, offer and receive support, share information, experiences and resources, and foster social connections between students out of school hours. The group is administered by parent representatives on the LESC Board - Dawn Barker, Joss Morgan and Fran Robb. The Facebook group can be found at the link below where you can request to join.

<https://www.facebook.com/groups/377265386625078>

For more information, contact Fran on [0409102556](tel:0409102556) or email [francesca\\_robb@hotmail.com](mailto:francesca_robb@hotmail.com)

## Finance

Leeming SHS ESC is mainly funded through the Student Centred Funding System and is also supplemented with additional funding from a variety of other sources such as government grants, school fees and voluntary contributions.

2022

Voluntary contributions years 7-10 \$235

(Voluntary Contributions Include):

- P & C \$25
- Library \$10
- ICT Support \$10
- Year Book \$20

Total Payable \$300

Compulsory fees years 11-12 \$235

(Voluntary Contributions include)

- Library \$10
- Year Book \$20
- ICT Support \$10
- P & C \$25

Total payable \$300

### Bank Account Details

Please note we do not have EFTPOS facilities on site, however payment can be made by cash, cheque or bPoint or alternately monies can be paid directly into the school bank account. State the students name / fees or event as the reference

BSB 066040  
Account 19900866  
Name Leeming ESC

Credit card payment is available using our bPoint banking facility via our school website

<http://leemingesc.wa.edu.au/payments>

### Secondary Assistance Scheme

The Western Australian Department of Education provides an allowance to assist eligible families with secondary school costs.

Parents/guardians must apply for the Secondary Assistance Scheme each year (annually).

Applications do not carry forward to future years.

To be eligible for the allowance the parent/guardian must hold a Department of Human Services (Centrelink) or Veterans' Affairs card that represents a statement of income for the family.

The allowance consists of two components:

- \$115 Clothing Allowance paid directly to the parent/guardian or the school.
- \$235 Educational Program Allowance paid directly to the school.

Application is made by the parent/guardian for student(s) enrolled in years 7-12 studying a full time secondary course at a Western Australian public school.

**Applications for secondary assistance close on 8<sup>th</sup> April 2022.**

## Late for School

Students arriving late to school must sign in at the office. School commences at 8.30am.

## Leaving the School Grounds during the Day

Students cannot leave school during the day without permission from the principal, deputy principals or student services manager or a permission letter from the parent/carer. Students must report to the office to sign out if they are leaving the school during school hours.

## Library

The School library is open for student use in the lunch break every day. The library provides students an area where they can find a wide range of activities and resources. Each week a different movie is played over the five lunch breaks.

## Newsletters

At Leeming SHS ESC we take pride in keeping our parents and carers informed on the success of our students and upcoming school events. Newsletters are sent out twice a term. The newsletter allows all members of the school community to see what is happening across the Centre.

The newsletter will be emailed to all parents and linked through Facebook to our website.

## Parent Network Meetings

Parent Network Meetings are held twice a term on Mondays Week 5 & 10 before assemblies. The meeting is an opportunity for parents to catch up in an informal setting and make connections with other parents within our school. There is usually a guest speaker on topics relevant to people with a disability.

## Pick Up & Drop Off

To ensure the safety of students, parents and carers please follow the below procedures:

**Morning:** Students are dropped off at the parent drop off area in Grady Place, Leeming. Senior School students may be dropped off on Findlay Road after classroom teachers have been notified.

### Parent Pick Up Years 7 - 9

Parents and carers of lower school students are requested to collect them in the parent pick up area in Grady Place.

### Parent Pick Up Years 10 - 12

Parents and carers of senior school students are requested to collect from Findlay Road by the northern oval.

### Support Workers

Support Workers are able to collect students from designated pick up areas once they have provided a copy of their identification to the ESC admin office.

**The staff car park is not a student drop off or pick up area.**

**Please refer to the school map on the last page for drop off locations.**



School Priorities – Quality Teaching

## Policies

Leeming SHS ESC fosters a safe and supportive environment for all. It is fully compliant with all Department of Education policies.

**Mobile Phone Policy:** Mobiles should be turned off and placed in bags during all lessons. Videing and using cameras without permission is not allowed. No social media during class times.

**Dress Code Policy:** Students are expected to wear the school uniform and to dress appropriately for the weather conditions or activities undertaken. Certain programs such as cooking and design and technology require footwear to be closed in.

## Positive Behaviour Support

Positive Behaviour Support (PBS) has been implemented at LESC since July 2020. This is being achieved under the guidance and support of the PBS Committee who are developing, leading and embedding PBS within our school community. This in turn will develop a collaborative and consistent culture based on common practices, creating a positive and happy learning environment. We encourage positive attitudes through the explicit teaching and modelling of our core values, **Unity, Self-Responsibility, Teamwork, Achievement, and Respect** (USTAR).

## Pupil Free Days

(School Development Days)

Term 1	27 <sup>th</sup> and 28 <sup>th</sup> January
Term 2	26 <sup>th</sup> April
Term 3	22 <sup>nd</sup> August
Term 4	10 <sup>th</sup> October and 16 <sup>th</sup> December

## Priorities 2020-2022

1. Quality Teaching
2. Purposeful Curriculum
3. Effective Leadership
4. Positive Culture
5. Community Connections

## Psychologist

Our School Psychologist, Dylan Geiles, provides individualised intervention for students experiencing mental health difficulties, as well as psychological assessments to inform educational planning and intervention. Our School Psychologist works closely with teaching staff and families providing consultation regarding student wellbeing, behaviour and learning. Working with Administration and the Student Services team, the School Psychologist also works at the organisational level to promote whole-school wellbeing and a positive, caring and supportive environment for students, staff and families.

## Public Holidays 2022

Labour Day	Monday 7 <sup>th</sup> March
Good Friday	Friday 15 <sup>th</sup> April
Easter Monday	Monday 18 <sup>th</sup> April
ANZAC Day	Monday 25 <sup>th</sup> April
WA Day	Monday 6 <sup>th</sup> June
Queen's Birthday	Monday 26 <sup>th</sup> September

## Recess and Lunch Time Activities

Leeming Link is a group run at recess and lunch on Monday, Tuesday and Thursday by the Chaplain and Student Services Manager. All students are welcome to attend and participate in interactive and engaging activities that target student social skills and teamwork.



Leeming Link

## Reporting

Staff collect data relevant to the individual student's needs and uses this data to create Individual Education Plans (IEPs). Standardised testing in Literacy and Numeracy also forms the IEPs. Education Planning Meetings are held for parents and carers of years 7-9 students at the beginning of each semester. Parents of students in years 10-12 attend My Plan sessions twice per year. School reports are posted home to parents/carers at the end of each semester.

## Regional Education Office

The school is part of the South Metropolitan Education Region. The regional Office is at 184 Hampton Road, Beaconsfield ☎ [9336 9563](tel:93369563).

## School Board

The Leeming SHS ESC Board meets twice a term to establish and review the school's objectives, priorities and directions and promote the school in the community. The Leeming SHS ESC Board is comprised of school, parent and community representatives. The 2021 School Board members are:

Principal:	Keran Davies
Board Chair:	Digby Claydon
Staff Representatives:	Evelyn Riley Cathy Houden
Parent Representatives:	Francesca Robb Joss Morgan
Community Representatives:	Dawn Barker Nicki Howe

The Board presents an Annual Public Meeting to the school community each year, which provides an annual report based on the Board's functions and progress towards the School Business Plan priorities.

## School Hours

Start	8:30am
Period 1	8:30am – 9:30am
Period 2	9:30am – 10:30am
Recess	
Tute Group	11:00am – 11:15am
Period 3	11:15am – 12:15pm
Period 4	12:15pm – 1:15pm
Lunch	
Period 5	1:45pm – 2:50pm

## Seesaw

Seesaw is a platform for students and staff to share with parents what their child may be doing in the classroom. Students use creative tools to take pictures, draw or record videos to capture learning in a portfolio. Families can see their child's work and leave comments. Teachers and parents can also use Seesaw to communicate with each other.

## SmartRider Cards

TransPerth Smart Rider cards are distributed to new students at the beginning of each year. Leeming ESC Library cards are printed on the reverse side of the Smart Rider.

## Staffing

Principal  
Deputy Principals (2)  
Manager Corporate Services  
Student Services Manager  
VET Coordinator  
Workplace Learning Coordinators  
Chaplain  
School Psychologist  
Teaching Staff (23)  
Education Assistants (63)  
School Officers (4)

**A detailed list is available on our website.**

## Stationery Lists

School booklists are available on our website. Please check at the beginning of each term that your child has these items. Please have all items labelled with your child's name.

All students are to provide their own toiletries (roll on deodorant, sanitary products in their back packs).

## Student Support

We have a team of dedicated staff committed to providing support to students and families who are experiencing difficulty. The team is made up of the student services manager, chaplain, psychologist and other staff as required. They adopt a case management approach and look for community based programs as well as helping students self-regulate their behaviour.

## Term Dates 2022

Semester One	Term 1	Monday 31 January to Friday 8 <sup>th</sup> April
	Term 2	Wednesday 27 <sup>th</sup> April to Friday 1 <sup>st</sup> July
Semester Two	Term 3	Monday 18 <sup>th</sup> July to Friday 23 September
	Term 4	Tuesday 11 <sup>th</sup> October to Thursday 15 <sup>th</sup> December

## Therapy

All therapist enquiries should be directed to the Student Services Manager. Therapists can be invited to conduct therapy onsite if their goals align with, and they can contribute towards student outcomes in their IEP's or My Plans. It should be noted that there are timetabling constraints limiting when therapy can be conducted onsite. Before they commence, therapists must complete an induction with the Student Services Manager.

## Travel Training

Independent students travel to and from school via TransPerth bus or train. The school provides travel training education programs to assist students who wish to and are capable of travelling independently. Please contact the school if you would like your child to receive help with using public transport.



Travel Training

## Uniforms

Opening Times: Tues, Wed, Thurs 10:15 – 1:45pm  
☎ [9237 6858](tel:92376858)

The students at Leeming ESC and Leeming SHS wear the same uniform. The uniform is compulsory and has been designed and approved by the Student Council, School Council and the P&C. Students who do not have the correct school uniform will be directed to wear a uniform provided by the school.

Download a copy of the uniform price list and order form from our website.

<http://leemingesc.wa.edu.au/information/uniforms/>



School Uniforms

## Unique Student Identifier (USI)

A USI is required for all students in years 10, 11 and 12. It is a combination of ten letters and numbers and is different for each student. A USI is required for all students undertaking nationally recognised training in order to receive a qualification or record of attainment. Students will generally apply for a USI in year 10. Once a USI has been allocated, it cannot be changed and stays with them for life.

A USI free and easy to create using a birth certificate and/or Medicare card as identification and can be obtained from the USI Registry or on line at <http://www.usi.gov.au>

## Valuables

Students must not bring valuable items to school. The school does not have lockers for students to use and cannot take responsibility for lost or misplaced items. Lost property is kept in classrooms or in Student Services. Please ensure clothing and items are labelled with your child's name.

## Values USTAR

At Leeming SHS ESC we value:

**U**nity  
**S**elf – Responsibility  
**T**eamwork  
**A**chievement  
**R**espect

## Visitors on Site

All visitors on site are required to sign in at the ESC admin office and wear a visitor label while on the school site.

## Workplace Learning

Senior students at Leeming ESC are provided with the opportunity to engage in a minimum of four industry placements to gain practical on the job experiences, through the Authority Developed Workplace Learning Program. Workplace Learning provides an invaluable opportunity for students to gain and develop a variety of industry skills to develop their career pathways. Students begin developing their work skills and knowledge from year 7 and complete a work readiness program in year 10 in preparation for the Workplace Learning Program. Year 11 and 12 students attend work experience 1 day a week, usually on a Wednesday. The Workplace Learning program provides practical real life experiences, preparing students for their transition from school to work.

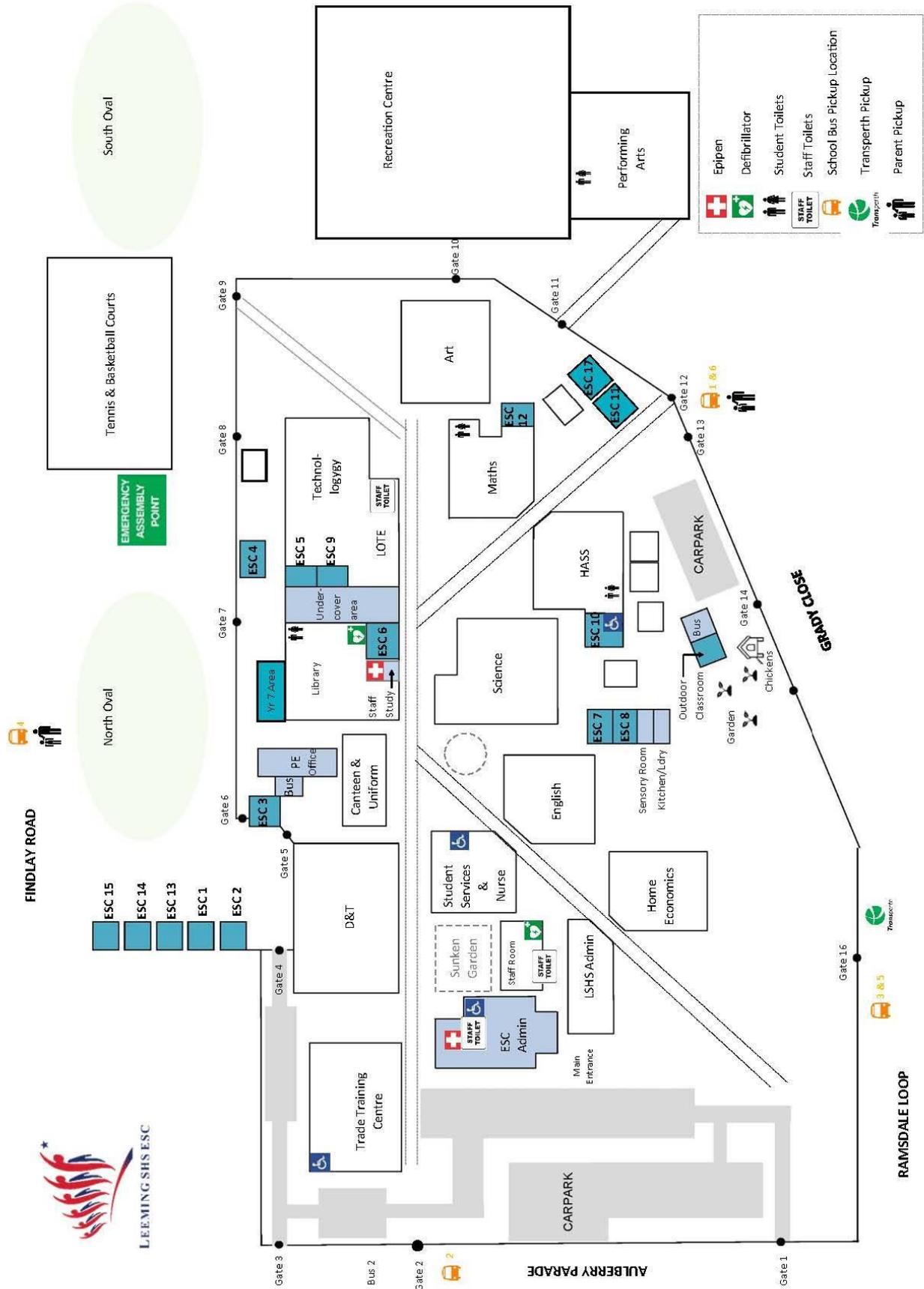


Workplace Learning



Workplace Learning

# School Map



## House Groups



**RAMSDALE**



**AULBERRY**



**FINDLAY**



**GRADY**