



CANNINGTON
COMMUNITY EDUCATION
SUPPORT CENTRE
LEARNING FOR LIFE

Achievement Independence Respect



Welcome to Cannington Community Education Support Centre

I would like to extend a warm welcome to you on behalf of Cannington Community Education Support Centre (CCESC) a secondary school that caters for over 110 students. Students in years 7-10 attend the Cannington Community College (CCC) site and students in years 11-12 attend the Sevenoaks Senior College (SSC) site. CCESC is part of the broader Cannington Education precinct, located near Cannington train station.

As an Independent Public School, we provide an authentic curriculum tailored to the needs and aspirations of each student and foster partnerships with the broader community to ensure our students leave school well placed for the future.

We pride ourselves on our dedicated team of exceptional teachers, education assistants and support staff.

I hope you find the information contained within to be helpful and informative as you consider your child's educational needs. Please feel free to arrange an appointment if you require any other information.

Andrew Wilson
Principal (B.Psych,M.Ed)

We are here to help!



Andrew Wilson
Principal



Jessica Bates
Deputy Principal



Angela Whittington
Deputy Principal



Pam Cave
Student Services Manager



Tanya Buchan
Admin Manager



Sue Graham
Admin Officer



Lisa Benstead
Admin Officer



Glenda Reid
Lead Ed Assistant



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School Bus Services



Looking after the hens



Showing off our garden produce



Aboriginal and Islander Education Officer

The School has the services of an AIEO for two days a week. Currently he works with the student services team and liaises with our families. Aboriginal Studies is a key part of our curriculum. You can contact Mr Gardner for an appointment.

Assemblies

A whole school assembly occurs at the end of each term. Please refer to the school calendar or newsletter for the dates, times and location.

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

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:

Middle School ☎ 9351 2480
Senior School ☎ 9356 4996
SMS 0437 808 340

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

Breakfast Club

The student support coordinator and the school chaplain organise the Breakfast Club and offer students the opportunity to have a chat with healthy food to eat before starting the school day. Please remember that students should NOT arrive at school earlier than 8:15am as there is no staff supervision before this time. The Club is free and proudly supported by Foodbank.

Bus Service

The school has four buses currently serving the school which are 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

If you need assistance with your application please make an appointment with Mrs Sue Graham

☎ 9351 2480

Canteen

The **Middle School** is open Monday to Friday, before school, at recess and at lunch. A canteen menu is available on our website. It is run by the P&C who are always looking for volunteers. We are a healthy eating school and following the Healthy Food and Drink School Guidelines.

The **Sevenoaks Café** operates between 8:00am and 2:00pm Monday to Friday.

CCESC supports a healthy lifestyle and healthy eating habits for students. Parents/caregivers are encouraged to provide balanced, healthy snacks and lunches. We discourage lollies, potato chips, packaged snacks and drinks high in sugar and caffeine.

Students are encouraged to eat fruit or vegetables and drink water during the morning to assist with physical and mental performance and concentration.

Chaplain

The school has funded a full time chaplain via Youth Care. The chaplain, Mr Edgar Reyes, provides pastoral care support to staff and students and is not affiliated with any particular church. Mr Reyes is heavily involved in our student services program and attends camps and school functions.

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 and 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 as it provides free tickets. For further information, telephone the companion card information line on Free call 1800 617 337 or www.wacompanioncard.org.au





Communication with Teachers

The school utilises person centred planning principles when developing student plans. 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.

Middle School ☎ 9351 2480
Senior School ☎ 9356 4996

Curriculum

CCEC 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.

We run School Curriculum and Standards Authority (SCSA) courses including: Preliminary and Foundation courses in English, Mathematics, Health and Physical Outdoor Education, Business Management and Enterprise and Food Science.

We also deliver endorsed programs in ASDAN, Duke of Edinburgh Award, Department of Fire and Emergency Cadets, Coaching Young People for Success, Community Arts Performance and Workplace Learning.

In the Senior School, students have the opportunity to engage in Vocational Education and Training courses (VET) which are delivered at school as a certificate based course or as part of a School Based Traineeship linked to the workplace learning program.

Email Address

Cannington.esc@education.wa.edu.au

Emergency Contact Information

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

Enrolments

Students must meet Department of Education criteria for enrolment at our school. The principal is happy to discuss your child's needs and whether

he or she may be eligible to enrol as well as explaining the process. A *request for approval for enrolment in an education support facility form* will need to be completed.

Excursions

Students often attend excursions outside the school grounds to further develop transferring of skills taught in the classroom. This greatly assists in the student's transition from school to the wider community promoting 'lifelong learning'.

A permission form is sent home before an excursion and parents and carers must sign the form prior to the excursion date. Please see the class teacher for more details.

Health Care

Medical information is collected via the school student health care summary which is completed when the student is enrolling at the school and updated yearly. 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 medication instruction form needs to be signed by the prescribing doctor.

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.



Finance

CCESC is mainly funded through the Student Centred Funding System and is also supplemented with additional funding from a variety of other sources such as P&C donations, government grants, school fees and voluntary contributions.

2019

Voluntary contributions years 7-10 \$285
(This includes levies as follows):

- P&C \$20
- Library \$15
- Technology \$15

Compulsory fees years 11-12 \$235

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. Students born in 2000 or before are not eligible.

Applications for secondary assistance close on 12 April 2019.

Late for School

Students arriving late for school must sign in at the office. They will receive a late note to give to their teacher on arrival at class. Students must be at the middle school site by 8:40am and at the senior school site by 8:50am.

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 and receive a leave pass.

Library

The middle school library is open for student use every day. Students may use the computers at recess and lunch time from Monday to Thursday and lunch time on Friday.

The Sevenoaks library hours are:
Monday, Tuesday, Wednesday and Thursday
8:00am-4:00pm
Friday 8:00am-3:00pm

Media

Facebook	Cannington Community Education Support Centre
Instagram	Cannington Community ESC
Website	www.canningtonesc.wa.edu.au

P&C Association

CCESC and CCC have a joint P&C Association which meets at the school in the staff room twice per term, usually during the school day. The contribution of the P&C is significant as it runs the school canteen and organises fundraisers and social functions throughout the school year.

Volunteers are always sort after and highly valued. If you would like to participate in the schools' P&C, please register your interest with our school office. Our senior school does not currently have a P&C Association.

Parking

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

Middle school: All drop off and pick up to be done using the large car park located to the left of the school building. Do not drop off students in the front car park.

Senior school: All drop off and pick up is accessible from the front drive through car park or the car park to the left of the main building.



Policies

CCESC fosters a safe and supportive environment for all. It is fully compliant with all Department of Education policies. A full list is available but the three that need to be signed off on are:

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

Internet Policy: All students and parent/carer sign an online agreement permission form in line with the Department of Education Student Online Services Guidelines. We have filters and students found deliberately breaking the rules will face bans.

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

The purpose of Positive Behaviour Support at CCESC is to create and maintain a safe and supportive learning environment for all. We encourage positive attitudes through the explicit teaching and modelling of our core values, **achievement, independence and respect**.

We aim to:

- Foster achievement, independence and respect.
- Encourage the pursuit of personal goals.
- Support academic achievement.
- Promote social and civic responsibility.
- Maintain cultural harmony.
- Develop self-regulation, resilience and personal responsibility.

The school's Positive Behaviour Support initiative includes strategies to:

- Maintain a positive school environment.
- Encourage positive behaviours and personal best.
- Have students take personal responsibility for their actions.

Postal Address

Please address **all** correspondence for CCESC to:

147 Wharf Street
CANNINGTON WA 6107

Priorities 2019-2021



Psychologist

The school receives the services of a school psychologist for one day per week. Much of this time is spent assessing students' eligibility however, the psychologist is available to discuss behaviour or mental health issues.

Public Holidays 2019

New Year's Day	Tuesday 1 January
Australia Day	Monday 28 January
Labour Day	Monday 4 March
Good Friday	Friday 19 April
Easter Monday	Monday 22 April
ANZAC Day	Thursday 25 April
Western Australia Day	Monday 3 June
Queen's Birthday	Monday 30 September
Christmas Day	Wednesday 25 December
Boxing Day	Thursday 26 December



ASDAN with iPads



Recess and lunch time activities

Middle school: To help improve students' social skills and general engagement at school the student support coordinator runs structured recreational programs at recess and lunch time for years 7-10. The activities include: soccer, chess, Lego club, computing, basketball and other organised sports. Girls Club runs in room 3.5 every Monday lunch time.

Senior school: The gym at SSC is open at lunch time for students to play ball games including soccer and basketball. Students gather in friendship groups at various locations around the campus, including the café and under the gazebos. Board games are available on request for interested students. Every Wednesday, students have the choice to participate in a social group, where conversation, music and fun activities are on offer. On Thursdays, the school nurse runs a special 'health group' where students are able to make positive connections with a medical professional as well as ask questions they may have relating to their health in a relaxed and supported environment.

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 Making Action Plan (MAP) sessions twice per year. School reports are posted home to parents/carers at the end of each semester.

Reporting nights are held at least twice a year where staff are available to discuss student progress.

Regional Education Office

The school is part of the South Metropolitan Education Region. The regional Office is at 184 Hampton Road, Beaconsfield ☎ 9336 9563.

School Board

The School Board membership consists of parents, community members and school staff, namely, Cinnamon Bonnefin (Chairperson), Jenny Turner, Gemma Wilson, Dawn Lee, Zena Gomes, Denise Barker, Pam Cave, Sandie Dutton, Jessica Bates,

Tanya Buchan and Andrew Wilson. These dedicated volunteers assist in establishing the school's strategic and operational plans. The Board verifies financial planning and approves the annual charges and contributions. If you are interested in being part of the School Board, please register your interest with our school office.

School Hours/Office Hours

SCHOOL HOURS

Middle School – Years 7-10

Start	8:40am
Zone 1	8:40am – 9:40am
Zone 2	9:40am – 10:40am
Recess	
Zone 3	11:05am – 12:05pm
Zone 4	12:05pm – 1:05pm
Lunch	
Zone 5	1:35pm – 2:50pm

- Early finish on Wednesday – 2:30pm

Senior School – Years 11-12

Start	8:50am
Zone 2	8:50am – 9:50am
Zone 3	9:50am – 10:50am
Recess	
Zone 4	11:10am – 12:10pm
Zone 5	12:10pm – 1:10pm
Lunch	
Zone 6	1:40pm – 2:20pm
Zone 7	2:20pm – 2:50pm

- Early finish on Wednesday – 2:30pm

OFFICE HOURS

Middle School – Years 7-10

Cannington Community College Site
147 Wharf Street, Cannington

8:00am – 3:30pm Monday to Friday

Administration Officer: Mrs Sue Graham
☎ 9351 2480

Senior School – Years 11-12

Sevenoaks Senior College Site
275 Sevenoaks Street, Cannington

8:30am – 3:30pm Monday to Friday

Administration Officer: Mrs Lisa Benstead
☎ 9356 4996



SmartRider Cards

Transperth SmartRider cards are distributed to new students at the beginning of each year.

Middle school students are issued CCESC cards and Senior school students are issued Sevenoaks Senior College cards.

If a SmartRider card is lost please see Mrs Graham at the middle school office or Mrs Benstead at the senior school to organise a replacement card. Cost \$5.00 (photo included).

Staffing

Principal
Deputy Principals (2)
Manager Corporate Services
Student Services Manager
Student Support Coordinator
Workplace Learning Coordinators (3)
Aboriginal and Islander Education Officer
Chaplain
School Psychologist
Teaching Staff (20)
Education Assistants (45)
School Officers (3)
Psychologist
Speech Pathologist
Occupational Therapist
Physiotherapist

A detailed list is available on our website.



Students enjoying Breakfast Club

Stationery lists

We encourage all students to bring the items listed below to class at the start of the year. Please check at the beginning of each term that your child has these items.

Please have all items labelled with your child's name.

Middle School – Years 7-10

No	Item
5	Blue biros
5	Red biros
10	Lead pencils (HB)
1	Pack colour pencils
1	Pack colour textas
2	Glue sticks 35g
1	Scissors
1	30cm wooden ruler
2	White eraser
1	Pencil sharpener
4	Large boxes tissues
1	Large pencil case

Senior School – Years 11-12

No	Item
2	Lead pencils (HB)
1	White eraser
1	Pencil sharpener
6	Red biros
6	Blue biros
1	Scissors - large
1	30 cm wooden ruler
2	Glue sticks 35g
1	Packet colour pencils
1	Small packet textas
4	Large boxes tissues
1	Large pencil case

All students are to provide their own toiletries (roll on deodorant, soap, comb, sanitary products etc) in a carry bag



Student Free Days 2019

(School Development Days)

Term 1	Thursday 31 January Friday 1 February
Term 2	Monday 29 April
Term 3	Monday 22 July
Term 4	Monday 14 October Friday 20 December

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, the student services coordinator, chaplain, psychologist, nurse 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 2019

Semester One	Term 1	Monday 4 February – Friday 12 April
	Term 2	Tuesday 30 April – Friday 5 July
Semester Two	Term 3	Tuesday 23 July – Friday 27 September
	Term 4	Tuesday 15 October – Thursday 19 December

Therapy

The school purchases the services of Ms Kath Davis, physiotherapist (Wize Therapy), Emma Van Chastelet, occupational therapist and Ashley Harling, speech pathologist (Independent Living Centre, NDIS service providers and Therapy Focus who come into the school and work with students and staff. Contact your child's teacher to discuss the best ways to incorporate therapy services in the school program.

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.

Uniforms

Years 7-10

Uniforms can only be purchased from Willetton Uniforms. Online purchases can be made via the website <https://willettonuniforms.com.au> or in person at 185 High Road, Willetton 6155
☎ 9457 7330

Hours: Monday – Friday 8:30am – 5:00pm
Saturday 9:00am – 12:30pm

Summer

Top: CCC polo shirt
Bottom: Navy shorts or skirt (straight or pleated)

Winter

Top: As above plus CCC windcheater or rugby top or zip jacket
Bottom: Navy shorts, skirt, long pants or track Pants

Years 11-12

Uniform tops can be purchased from the SSC office situated in the main building.

Summer

Top: SSC polo shirt (white or blue)
Bottom: Navy shorts or skirt (straight or pleated)

Winter

Top: SSC polo shirt, windcheater or rugby top or zip jacket
Bottom: Navy shorts, skirt, long pants or track pants

All Students

Footwear: Joggers or black shoes
Protective footwear is essential in some subjects

- Students must bring a change of clothes for sport.
- Jewellery is to be kept to a minimum. Students may be required to remove jewellery where safety is an issue.
- For interschool activities students will be advised about what they will need to wear.



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 online 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. Parents can contact the school if their child is bringing money to school and they are concerned. Lost property is kept in classrooms or in the front office. Please ensure clothing and items are labelled with your child's name.



Receiving a Merit Certificate at Assembly

Values

At CCESC we have identified **Achievement**, **Independence** and **Respect** as our core values.

Achievement is about doing your best and being your best, work hard and you can succeed, we are all good at something.

Independence is about being responsible, taking control, setting goals and doing it by yourself if you can.

Respect is about showing you care for yourself, your friends, your family, your community, your culture and your world. You treat others as you would like to be treated.

The motto **Learning for Life** reflects our belief that learning occurs throughout life and that our students require a specialised functional curriculum that prepares them for life.

CCESC and its partner schools Cannington Community College and Sevenoaks Senior College, aim to foster a cooperative and supportive learning environment that is inclusive and responsive to the needs of all students. The development of independence, a robust sense of self-worth and respect for others are key objectives for our students.

