



Family Handbook



*Navigating successful pathways,
one student at a time.*



2026

From the Principal Christine Lester



Kaya,

Thank you for selecting Cyril Jackson Senior Campus Education Support Centre for your child, and wandjoo (welcome) to our school. As a proud leader of our school alongside my dedicated team, I can assure you that your young person will be encouraged and supported to reach their full potential and gain valuable skills for the future. We are committed to providing a safe, inclusive and positive environment which nurtures a true sense of belonging where your young person can flourish. This Handbook will provide you with an overview of what we offer all students throughout their time with us.

We look forward to working in partnership with you to ensure the very best outcome for your child.

ETHOS

Mutual respect, positive partnerships and professionalism are embedded in our school culture to ensure lifelong learning for all.

VISION

Empowering every student to identify and reach their full potential through encouragement, opportunity, inclusivity and positive celebration of achievement.

MORAL PURPOSE

To provide a range of individual and specialised programs in a safe and inclusive environment where students feel they belong thus increasing their confidence to fully participate in an array of opportunities which promote emotional, social and academic growth, maximising their ability to take an active, independent and valued place in their wider community.

Belonging • Respect • Resilience • Courage





Staying Connected

Families can stay connected to us through the following ways:



Address

53 Reid Street, Bassendean, WA, 6054



Telephone

(08) 9413 4850



School Email

CyrilJackson.SCESC@education.wa.edu.au



School Website

www.CyrilJacksonESC.wa.edu.au



Facebook

[Facebook.com/CyrilJacksonSCESC](https://www.facebook.com/CyrilJacksonSCESC)



Instagram

[@CyrilJacksonSCESC](https://www.instagram.com/CyrilJacksonSCESC)



Compass

Download from the Google Play or Apple store.

Schoolzine

Download from the Google Play or Apple store.

School Times & Dates

Class Times

Time	Lesson
8:30am - 8:40am	Form Room
8:40am - 9:30am	Period One
9:30am - 10:25am	Period Two
10:25am - 10:40am	Recess Break
10:40am - 11:30am	Period Three
11:30am - 12:20pm	Period Four
12:20pm - 12:50pm	Lunch Break
12:50pm - 1:45pm	Period Five
1:45pm - 2:30pm	Period Six

Term Dates 2026

Term 1	Term 2	Term 3	Term 4
Monday 2 February to Thursday 2 April	Monday 20 April to Friday 3 July	Monday 20 July to Friday 25 September	Monday 12 October to Thursday 17 December

Administration and Student Services

Administration



Deputy Principal:
Liz Collodel



School Officer:
Mandy Wallace



Manager Corporate Services:
Virginia Abson

Workplace Learning



WPL Coordinator:
Crystal Powell



Social Trainer:
Glen Stockley

Student Wellbeing



Psychologist:
Gita Dastyar



Student Wellbeing Officer:
Katerina Pruiti

Family Communication and Support

Compass

Cyril Jackson ESC utilises Compass as a student information system as part of the Department of Education's rolling upgrade to all schools. Parents & Carers are provisioned access upon their young person's commencement. Parents can download and use the Compass App to submit attendance notes, view behaviour entries, see school events and more.

Support@bility

Parent Support Sessions are held at the Centre to assist parents to access information that may be useful for when their child leaves school. During the year Cyril Jackson ESC hosts a number of organisations and providers who work within the NDIS realm. We hear from providers such as Disability Employment Services (i.e. Good Sammy's), Australian Disability Enterprises (i.e. Work Power) along with providers who spoke about School Leavers Employment Supports (i.e. Bizlink, Edge, Essential Personnel). Parents learn valuable information on how to use these services to support their children with their transition from school to life after school – see the calendar on our website for dates.

Emergency Contact Information

In the event of an emergency, it is important that family contact details are correct for each student. Please make changes to the Student Update Form and return it to the front office by the end of February. Please ensure you notify the front office of any changes throughout the year.

Unique Student Identifier (USI)

Every student who studies a Certificate course needs a USI number. This number stays with your child into adulthood, and is associated with all tertiary achievement. For help in creating a USI for your young person, please visit <https://www.usi.gov.au/students>

Community Access Excursions

Students participate in recreational excursions throughout the year. Families receive information via Consent2Go for all events that require permission for students to attend. Students are required to contribute \$5.00 towards the cost of each community access excursion.

Consent2Go

An integrated service to assist and support schools in planning and conducting all types of events and excursions is implemented at the school. You will receive a link to access Consent2Go when your child is officially enrolled. The link will enable parents / carers to update personal and medical details for their child. Once your child's details have been uploaded, our centre will send permission notes for parents to approve without paperwork. If you are having trouble registering or have not yet received a link in Term 1, please contact our School Officer, Mandy on 9413 4850.

Family Communication and Support

Newsletters

Newsletters are generated from Schoolzine once per term. A link will be sent to families at the end of each term via email with the term's newsletter link which will also be available to view on our website. We encourage you to read these regularly to keep connected to our school community and to hear of the wonderful activities being undertaken.

Transperth SmartRider Cards

All students will require a valid student concession smart rider card to travel by public transport to work placements and some excursions. Students will need a valid smart rider by week two of term one. Student smart riders can be ordered through our admin office at the start of the year. If you would like a new smart rider for your child, please contact the Centre on 9413 4850. Additional smart riders incur a \$5.00 charge.

Companion Cards

Your child may be eligible for a "companion card" which entitles a companion to free public transport with the student plus other discounts. Application forms are available online www.wacompanioncard.org.au.

Visit www.wacompanioncard.org.au to apply.

You are able to request two cards – one for home and one for school.



NDIS

Is your child registered with the NDIS?

Do you need support with accessing services for your child's NDIS plan?

Does your child have supports to transition from school to adult life?

Once your child turns 16, Centrelink will treat your child as an adult. Your child may be eligible to access the Disability Support Pension. When applying for the DSP your child will need to get a TFN and a Bank Account.

If you would like support with these services, please contact: Virginia Abson - virginia.abson@education.wa.edu.au



Stationery

Student booklist is covered by school fees and charges, however, please see student stationery list below:

- Red pens, blue pens, lead pencils and pencil case
- Ruler, eraser and glue stick
- Corrector tape / liquid paper
- Coloured pencils and coloured textas
- 4GB USB thumb-drive

Policies and Reports

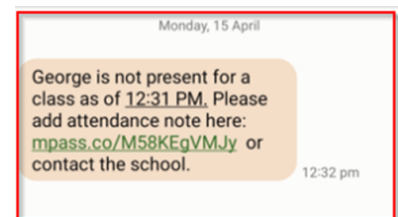
Absences & Lateness

It is a requirement that parents/carers notify the Centre on 9413 4850 no later than 8.30am if your child will be late or not attending that day along with a reason for absence, including when your child is expected to return to school. An attendance note can also be submitted through the Compass App at any time.

If your child is unwell on a Workplace Learning day, please call the WPL team on 0460 031 542 or 9413 4854.

An automated SMS will be generated from Compass for parents to confirm an absence or lateness at 9.15am each day.

Below is a sample message. You will get this SMS with the link if your child is marked absent without an explanation. You can then use this link to add attendance notes about your child's absence. Do not reply to this message via SMS as the school will not receive it. The school will receive your response via the link provided. Ensure the phone is connected to an Internet data plan or WIFI access to use the hyperlink.



Dress Standards

All students are required to dress in clean, sensible, safe clothing including enclosed shoes suited to weather conditions and planned activities. Inappropriate logos, slogans or wording on shorts and t-shirts is not acceptable. Ripped jeans/ripped shorts, midriff or low-cut tops are not suitable for school. Short length skirts, shorts and dresses are also not suitable for school.

Mobile Phone Policy

Cyril Jackson SC ESC follows the Department of Education's mobile phone policy. This policy places a ban on the use of mobile phones for all students from the time they arrive at school to the end of the school day. The policy aims to reduce distractions in class and improve student engagement. If students need to contact their parents/ carers, they can do so through the school's administration. Likewise, if parents/carers need to get a message to their children, Please contact the school.

Reports & IEP's

Student Reports are completed by teachers at the end of each semester which assess the student's progress in achieving their IEPs (Individual Education Plans). IEPs are written in collaboration with parents who will be invited in to school to assist in the development of IEPs. The IEP will outline academic, social and emotional goals which will be reported on formally in the end of semester report.

Cyril Jackson SCESC will be uploading your young person's report via Connect and email. If you require a paper copy of their report, please contact the school directly.

Student Health and Wellbeing

An embedded and proactive student services team ensures effective and efficient communication flow between staff to ensure the mental health and wellbeing needs of our students are met.

The team meets weekly and consists of the School Psychologist, Principal, Deputy Principal, and Class teacher. The team work together to build the capacity of staff to meet the needs of our students. Students' wellbeing is a high priority and collaborative planning is encouraged to ensure a consistent team approach.

Therapy Provision

Cyril Jackson SC ESC welcomes therapists as partners who add value to our students' long-term goals and support in the transition process from school into life after school.

Our current Schedule Service Agreement ensures that all parties are aware of their roles and responsibilities. Parents must initially request that the school considers having their child's therapist deliver therapy during the school day.

Therapists work in partnership with staff by sharing the student's SMART goals, so we are all working together to improve individual student development of specific goals. The types of therapists vary and include new types of therapy providers who support students using NDIS funding Finding and Keeping a Job or School Leavers Employment Support (SLES) to explore work options and assist in the discovery process. This therapy can be negotiated to take place in school time if required.

Developing these relationships with outside agencies increases the likelihood of our students having a smoother transition away from school.

Breakfast Club

Foodbank supports the program that gives students the opportunity to eat a wholesome, nutritious breakfast on a regular basis. We understand students may, from time to time, forget to bring food to school, which is why we offer food from our Breakfast Club Program for breakfast, recess and lunch.

Immunisations

We encourage immunisations for all students and require an Australian Immunisation Register (AIR) Immunisation History Statement not more than two months old or a valid Immunisation Certificate issued by the Department of Health. We encourage immunisations for all students. Please check the current schedule to ensure your child is up to date. If your child is not immunised for personal or medical reasons, please notify the school nurse.

We respect that for some student's immunisations at school may not be appropriate- please notify staff if you are undertaking immunisations privately.

School Facilities

Our Centre is located in Bassendean and enrolls students with disability from Year 10 to Year 13.

The centre shares a site with Cyril Jackson Senior Campus, which enrolls compulsory schooling and mature age students. The two schools maximise student learning opportunities by sharing facilities, resources and integrated learning programs.

Facilities that students can access through the Senior Campus:

- Oval
- Gymnasium
- Library
- Art Rooms
- Home Economics facilities
- Design and Technologies
- Community Garden

Facilities exclusive to the Education Support Centre:

- Yarning Circle
- Therapy/Conference Rooms
- Recreational Room
- Bike Garage and Workshop



Lily's Cafe

Students can access the Cyril Jackson Senior Campus café at both recess and lunch breaks. They offer a variety of food and drinks, and cater for dietary requirements such as Halal.

EFTPOS and Cash payments are accepted.

Curriculum

West Australian Curriculum

Students access the WA Curriculum and in Years 10-12 they access endorsed programs and VET courses to support their career pathways. Person-centred planning guides individual learning and pathway options, which are complemented by tailored work experience placements.

Formal accreditation for learning is embedded across the schools' programs with progress reflected in students' individual transition plans (ITP's), reports and the WASSA (Western Australian Statement of Student Achievement).

Literacy & Numeracy

We provide students with opportunities to develop essential literacy, numeracy and communication skills needed to access a range of post-school pathways. Our students are taught to recognise the functionality of Numeracy and Literacy in everyday life and in familiar and unfamiliar situations. Our school is committed to improving Literacy and Numeracy results and this is a priority for 2024.

We have implemented a Literacy Committee which is currently trialing a comprehensive suite of assessments in all areas of Literacy and exploring various evidence-based Literacy programs to ensure improvements in student outcomes

STEM

At Cyril Jackson SC ESC, students have the option to engage in STEM: **S**cience, **T**echnology, **E**ngineering and **M**aths with an approach that guides students through the inquiry process, as they engage in critical thinking and deep discussion about their learning. Students participate in guided investigations and are encouraged to come up with creative solutions to everyday problems. This hands-on approach engages the students in their learning and promotes a growth mindset. The students have the opportunity to use the 3D printer, robotics and a variety of digital technologies to assist in their learning.

Physical Education & Health

Students at Cyril Jackson ESC engage in various Physical Education Programs that support our diverse range of students. We have a specialist PE teacher who delivers a varied curriculum including a wide variety of sport options including Football, Basketball, Cricket and Soccer. Our Health curriculum aligns to the West Australian Curriculum and is supported by our School Nurse. The Health curriculum is taught discreetly to all students by a specialist teacher with a focus on Protective Education. The aim is to strengthen the resilience of our students as they grow and develop and the Program focuses on teaching our students the skills to be safe at home, at school and in the community and promote the message of:

“We all have the right to feel safe at all times. We can talk with someone about anything, no matter what it is”

Endorsed Programs

Bushrangers

Bush Rangers WA is a conservation and community development endorsed program. It gives our students the opportunities to take an active role in conserving their environment and an understanding of the reasons for doing so. It also gives students the opportunity to take on leadership roles, work in teams and how to problem solve via practical learning. It includes our annual camp, held in Term 3. The camp is the highlight for students, as they push themselves out of their comfort zone. It is an experience they will not forget in their lifetime and is the main memory shared at our Annual School Reunion.

ASDAN

ASDAN is a SCSA Endorsed Program offered to our students. Courses/ modules are designed to develop skills for learning, work and life with practical and accessible instruction which supports and acknowledges independence. ASDAN on offer in 2025 includes:

- Bike@bility Practical Workshop
- Coping with People & Using Public Transport

Coping with People & Using Public Transport

ASDAN's Coping with People module focuses largely on collaboration with others both at school, at work and in the community. It supports student's understanding of relationships and dealing with strangers or people who may upset them. The using Public Transport module focuses on planning, safety, and independence in using buses, trains, and ferries. Activities involve learning how to use journey planners, pay fares, and follow safety procedures, with the goal of completing a journey to a chosen destination.



Workplace Learning & Vocational Education and Training

Workplace Learning (WPL)

Students are required to participate in the Workplace Learning Program. This will vary from one day per week up to three days per week. All students MUST WEAR ENCLOSED SHOES and suitable clothing at their work placement. Information regarding WPL will be sent home in due course and an annual WPL Parent Information session will take place at the beginning of Term 1 – see calendar.

Please note - in the first instance it will be a parental responsibility to transport their young person to and from Work Placements or for their young person to travel there independently. This will be discussed on an individual basis.



Vocational Education and Training (VET)

Cyril Jackson SC ESC offer a range of VET courses to enable students to develop industry specific and work readiness skills through nationally accredited certificate courses.

Courses on offer in 2025 include:

- Certificate I Retail (Auspice: Skills Strategies International and Pathways)
- Certificate I Employment Pathways (Auspice: iVET)
- Certificate I Agriculture at Kiara College (SIDE)
- Certificate I Sport & Rec (Onsite)
- Certificate II Supply Chain Operations (GMS) (Offsite)
- Certificate II Vocational Pathways (Auspice: iVET)
- Café Culture Skill Set (HGT)
- Working with Plants Skill Set (SIDE)
- Photo Skill Set (SIDE)

Simulated Work Programs

Bike@bility (ASDAN Practical Workshop)

Students will learn all aspects of bike mechanics and restoration. Highly experienced facilitators and volunteer mentors will ensure that every nut and bolt is covered in this comprehensive course.



Bean@bility

This program provides a valuable opportunity for our students to gain real skills by catering to the staff, students and visitors within our centre. Participants learn how to prepare food, maintain hygiene and handle equipment safely, in addition to using an industry standard coffee machine. Taking orders from staff members and prioritising orders provides students with valuable communication and time management skills. Students are involved in the planning and debrief process at the end of each session to continually refine customer service and provide value for money.



Enrichment Curriculum

Person-Centred Planning

Person-Centred Planning is an approach that places the student at the centre of goal setting. Students and their families have an opportunity to participate in three Person-Centred Planning sessions at key points of transition.

Yoga

Yoga and Mindfulness sessions take place on a weekly basis and are an opportunity for students to practise a range of breathing exercises, yoga stretches and mindful meditation to assist with their overall health and wellbeing. Students begin each session by ‘checking in’ with one another to gauge how everyone is feeling. The session then moves into guided breathing techniques where students practise breathing exercises that assist in calming the nervous system. Following this, students are guided into yoga stretches, with sessions always concluding with mindful meditation

Rock and Water

The students learn about the balance in behaviour between being “the rock” where a person is firm and “the water” where a person is more flexible and willing to compromise. We practice mindfulness, reflect on, and consider the best way to behave in various situations and settings. There is a high degree of group work and practical exercises and the students have performed these showing great care and respect for each other. Their willingness to participate in the activities and discuss with the group times they have been ‘the rock’ or ‘the water’ increased throughout the year, and we have all realised that the best way of interacting with others in all social and work settings is a combination of Rock and Water strategies.

The students have used our work in Rock and Water to plan for upcoming events such as sports carnivals and introducing ourselves at social gatherings. The development of good social-emotional skills helps students to develop their own identity and self-knowledge, assists in making decisions/ choices, and social contacts.

Drumbeat

Drumbeat has been designed to cater for a wide range of groups, ages, backgrounds and abilities. It stands for ‘Discovering Relationships Using Music, Beliefs, Emotions, Attitudes and Thoughts’. It is a social and emotional learning program, using drums (Djembe) to work with others through teamwork and to help students develop resilience.

Belonging • Respect • Resilience • Courage

