A MONTESSORI EDUCATION IS A SCIENTIFIC APPROACH TO LEARNING THAT BENEFITS THE INNER WORKING OF THE BRAIN
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Principal’s Welcome

Welcome to Blue Gum Montessori School.
Our mission is to deliver excellence in Montessori schooling for 3 -12 year olds, thereby enriching the lives of the students, the staff and the community.

The School implements the Montessori Method of Education to encourage the development of confident, independent, community-minded children and to inspire a lifelong love of learning.

The School Philosophy is to acknowledge each child and to support the natural phases of their development.

The School is a not-for-profit, independent school which values community life and actively fosters the partnership between children, parents/carers and professional staff.

We hope your family enjoys being part of our wonderful school community.

With best wishes

Dr Maree Matthews
Principal

“Montessori education dates back to 1907 when Dr Maria Montessori opened the Casa dei Bambini, or Children’s House, in a low income district of Rome. Her unique philosophy sparked the interest of educators worldwide, and in the following decades Montessori schools opened throughout Europe, in North and South America, and finally on every continent but Antarctica.”

American Montessori Society

Education that transforms lives
VALUES FOR AUSTRALIAN SCHOOLING

Care and Compassion
Care for self and others

Doing Your Best
Seek to accomplish something worthy and admirable, try hard, pursue excellence

Fair Go
Pursue and protect the common good where all people are treated fairly for a just society

Freedom
Enjoy all the rights and privileges of Australian citizenship free from unnecessary interference or control, and stand up for the rights of others

Honesty and Trustworthiness
Be honest, sincere and seek the truth

Integrity
Act in accordance with principles of moral and ethical conduct, ensure consistency between words and deeds

Respect
Treat others with consideration and regard, respect another person’s point of view

Responsibility
Be accountable for one’s own actions, resolve differences in constructive, non-violent and peaceful ways, contribute to society and to civic life, take care of the environment

Understanding, Tolerance and Inclusion
Be aware of others and their cultures, accept diversity within a democratic society, being included and including others

CHARACTER IS DESTINY

— George Eliot
School Mission

To provide an excellent Montessori Education for 3 to 12 year old children.

School Vision

Confident, independent, community-minded children inspired to a life-long love of learning.

School Philosophy

The Blue Gum Montessori School Philosophy is to acknowledge each child and support the natural phases of their development. We are an independent school that values community life and that actively fosters the partnership between children, parents, guardians and professional staff.
Our School Values

SELF AWARENESS

This value is demonstrated when we:

• Inspire others to learn in their own capacity
• Facilitate the development of self-discipline
• Encourage the pursuit of individual interests
• Enable the development of the imagination and the ability to abstract
• Encourage practice that promotes personal growth and well-being
• Encourage independent learning
• Encourage collaborative learning.

“I am indeed a king, because I know how to rule myself.” Pietro Aretino

COMMUNITY LIFE

This value is demonstrated when we:

• Have mixed-age classes
• Include the children, staff and parents in the educational experience
• Encourage a sense of belonging through acceptance and inclusion
• Encourage active participation
• Facilitate activities with other communities
• Study Australia
• Participate in celebrations of Australia.

“Without a sense of caring, there can be no sense of community.” Anthony J. D’Angelo

CARE OF THE ENVIRONMENT

This value is demonstrated when we:

• Learn about nature and the connections between living things
• Learn about the universe and the interrelationships of all science
• Involve ourselves in care of the environment
• Are responsible for the environment
• Study the earth in relation to the sun, the vegetation, the nature of elements
• Study orders and classifications.

“Look deep into nature, and then you understand everything better.” Albert Einstein
CULTURAL DIVERSITY

This value is demonstrated when we:

- Celebrate the festivals of our society
- Are exposed to the belief and festivals of other religions and cultures
- Study political geography
- Study a Language Other Than English.

“Culture is the widening of the mind and of the spirit.” Jawaharlal Nehru

SCHOOL ETHICS

We want our School, staff and children to aspire to:

- Consider the needs of self, others, the community and the environment
- Strive to understand and care
- Respect self, others, the laws of the community and the natural laws of nature
- Appreciate and value the diversity of humans
- Honour the work of the past and today, and look forward to the future
- Contribute to society and the world
- Be responsible for one’s own actions, the community and the environment.

“Ethics is in origin the art of recommending to others the sacrifices required for cooperation with oneself.” Bertrand Russell

CURRICULUM AND STUDENT LEARNING

We value all children’s learning according to their developmental needs.

Blue Gum Montessori School is guided by the WA Curriculum and the Early Years Learning Framework (EYLF), and covers all Key Learning Areas. In addition, Montessori schools follow their own international syllabus which, in many areas, is more rigorous than a traditional one in its application. We are also an accredited Montessori School with the Montessori Australia Foundation. The emphasis in the presentation of materials is on a complete understanding of the skills and concepts for a specific task undertaken by the child. The Montessori teacher considers the individual learning of each child when working in the Montessori prepared environment.

Currently there are Specialist programs in Pre-Primary, Middle and Upper Primary in Visual Arts, Physical Education, Performing Arts, Chinese, French and Positive Education. All the classes have the services of a Support Teacher to work with children with learning difficulties, and who require extension or extra support.

Introduction

Thank you for enrolling your child at Blue Gum Montessori School. Placing your child under another person’s guidance and care is a major milestone in the life of the child and the parents.

It is the aim of Blue Gum Montessori School that each parent will feel very much a part of their child’s life at the school and will take an active role during their time here.

The parents’ presence, commitment and communication will enhance their child’s education and continue to uphold the strength of the Blue Gum Montessori School spirit.

The purpose of this handbook is to outline the organisation of Blue Gum Montessori School. With this information, parents will be able to determine how they can best play an active part in their child’s education and the school. Suggestions are below each heading.

- The first aspect of your involvement is Support. Supporting the Montessori philosophy at home will be the best way for your child to truly benefit from the effort extended by the staff.

- The second aspect of your involvement is Commitment. Peruse the handbook to find the activity that best fits your talents, time and energies and then make yourself available either as a School Board member or as a member of the P&C. As part of the school community, your attendance and involvement in the school is invaluable as an example to your child and to the culture of the school.

- The third aspect of your involvement, Communication, cannot be emphasised enough. If ever a question or concern arises, do not hesitate to ask administration, a teacher, Team Leader, Curriculum Coordinator or the Principal, no matter how trivial you think the matter may be. Your Class Liaison is available for non-educational queries. A molehill in the mind of an adult can be a mountain in the mind of a child. The ability of a child to sense concerns or frustration, however subtly portrayed by an adult, is truly amazing. In addition, whatever communication you can give to the teacher about the nature of your child’s day-to-day experience (i.e. grandparents visiting, Daddy/Mummy away on business, a sick pet or nightmares - anything you perceive as affecting the child’s behaviour) can only help them to better understand your child. If you believe your concern has not been addressed to your satisfaction please complete a feedback form (available on our website, outside classrooms or from reception), or contact the Principal to discuss.
School Routine & Procedures

Absences

If a child is absent for any reason, the parent or guardian must contact the school either by:

- telephoning the school administration on 9417 4060 (the office maintains a database for recording verbal absence advice which is passed on to the class teacher).
- sending an email to enrolments@bgms.wa.edu.au and cc’d to the class teacher

on the day of the absence or the day before if it is a foreseeable absence.

Should a child be unaccounted for, the School will contact the family to confirm/query the absence. We strongly encourage you to make contact in the first instance.

The first day of attendance following the absence, a note or communication diary entry is required explaining the absence for the class teacher.

The Class teacher records the type of absence in the register and stores the absentee note or medical certificate in the classroom.

If a child is absent for two consecutive days without explanation, administration staff will make contact with the family by telephone or email, and advise the Principal/Delegate.

If after making thorough enquiries the Principal does not receive a satisfactory explanation for the absence, the matter will be referred to the School Welfare section of the Department of Education.

**School attendance is compulsory during school hours for all children enrolled in Pre-Primary to Year 6.**

Any absences due to family commitments requires a letter to be provided to the Principal explaining the absence from school (fees are to be paid during the absence).

School hours

Half days: Commence at 8.30am and end at 12pm (the classroom door will be open from 11.40am to ensure all children make transition by 12pm). Please note that at 12pm staff have their scheduled lunch break. Any child not collected by 12pm will be taken to the Extend-Ed class (fees apply).

Full days: Commence at 8.30am and end at 3pm. Any student not collected by 3pm will be taken to the After School Club (fees apply).

Office hours

The School Administration/Reception staff are available to answer any administrative queries or concerns between the hours of 8.15am to 4pm Monday to Friday. An answering machine is available outside of these hours for messages, and these will be checked regularly.

Transition and Junior Primary

Your child will appreciate arriving at school promptly at 8.30am. Children love to work together and do not enjoy feeling left out or different. Please note that the school gates open at 8.15am when staff supervision officially commences. Any child on school premises prior to 8.15am without parent/guardian supervision will be taken to the Breakfast Club (fees apply).
On your child’s first day, the starting time may be staggered to allow teachers to settle the rest of the children before the new arrivals require attention.

Any concerns regarding separation in the mornings should be discussed with the class teacher. Please remember that all children are individuals and may handle separation in different ways. The length of transition for children varies due to individual developmental needs.

**Recommendations**

- Deal with your own anxieties first. Find out as much as you can about the school. Make an effort to meet other families who are already part of the school community, or also about to join.
- Think about your own school days and recall the happy parts, and discuss these with your child.
- Over a number of weeks, with your child, collect the various pieces of clothing required for school, the school bag, the snack/lunch box, water bottle, hat and shoes.
- Make a place at home where the school bag and belongings will be kept: a hook at an appropriate height for the bag and hat, and an appropriate place for school shoes underneath (this will help develop your child’s independence).
- With your child, name all their possessions and help your child to recognise their name.
- Practise using the snack/lunch box. Look at the recommended foods, and with your child, choose what to put in the box. Prepare the food together. Help your child practise opening and closing the box until they can do it on their own. Celebrate!
- Have your child use their water bottle, and practise opening and closing the lid.
- Together with your child, practise packing their school bag. Practise taking out the snack/lunch box and water bottle and decide where it is to be put at home in readiness for washing and filling for the next day.
- Make a plan for the first day. When getting out of the car, help your child put their bag on their back, hat on their head, take their hand and walk firmly and confidently to the classroom door. Give a firm, loving goodbye and hand your child over to the teacher. The quicker this is, the easier it is on everyone: your child, yourself, the teacher and the rest of the children in the class.
- Be prompt when collecting your child. Give your child a big hug. Do not ask any leading questions. Wait for your child to tell you about their day. Don’t be surprised if your child says they did nothing. Often children are still making sense of their experience.
- Make a plan for yourself for the first few days of school if you feel they may be challenging.

**Middle and Upper Primary**

Arrival time for class is at 8.30am. Please note that the school gates open at 8.15am when staff supervision officially commences. Any child on school premises prior to 8.15am without parent/guardian supervision will be taken to the Breakfast Club (fees apply).

All students are to be collected from their classroom at 3pm when the teacher will release the children to a parent/guardian.

There are two “Kiss & Drop” parking bays directly in front of the main entrance gate to the school (marked by red kerbing) for Upper Primary students to be dropped off and/or collected. If you require your child/children to leave the class at 3pm without an adult/guardian present, an email must be sent directly to the class teacher with after school collection details.
**Arriving on time**

It is of utmost importance to your child that he/she arrives at school on time and has the opportunity to prepare him or herself for the day’s activities.

Arriving late means your child will miss the day’s setup routine and be out of sync for the rest of the day. It can also be distressing for a child to come to school late as it disrupts the rest of the children who have already settled.

Being punctual for school also gives your child the clear message that you think that school is important.

**What to bring to school**

Your child/children will need to bring a school bag with a hat, full water bottle (water only), lunch box with snack and lunch. Transition and Junior Primary students also require a change of clothes, including underwear, clearly marked with their name.

**Food for morning snack and lunch (brain food)**

Parents are asked to provide nutritious snacks and lunch in a labelled lunch box. Wholesome food such as a sandwich and a piece of fruit is a suggestion. Children will be asked to take uneaten food home, rather than to throw it away. This will help you determine how much your child is eating whilst at school.

The School has a Health Policy that gives recommendations for the food consumed at school, i.e. do not send cakes, biscuits, chocolate or other high sugar content foods. Highly processed food is also discouraged, such as packaged cheeses, savoury biscuits, etc. – class teachers will notify parents of the recommended foods. Each child needs to bring a named water bottle every day. We encourage children to stay hydrated.

Due to peanut allergies in some children, no peanut products should be brought to the school unless approved and supervised by the teacher for in class eating. This specifically includes muesli bars which may include traces of nuts. The school may notify you from time-to-time of other foods not to bring to the school. The children are not permitted to share foods; however, it is possible that they will do. In the event this is going to cause major distress, please liaise with your child’s teacher or the Principal.

Include your child in the preparation of their snack and lunch from a choice of no more than three acceptable foods. This will help them develop awareness of food preparation and self-awareness leading to independence.

From the age of four, children are able to help assemble simple food dishes, and from the age of nine are able to prepare simple meals from scratch. It may take additional time to do these activities with a child, but is a vital part of their work in becoming an adult.

“The child can develop fully by means of experience in his environment. We call such experiences ‘work’.” Maria Montessori

**Recommendations**

- Think about what your child likes to eat at home and try to translate that into a snack/lunch box option
- Carrot sticks, cucumber sticks, snow peas or a handful of cherry tomatoes
- Fruit – apple pieces, orange quarters, smaller fruit such as berries in a small container and soft fruit such as melon in a container
• If you include freezer blocks in the lunch box, a small container of yoghurt. A word of caution – show your child how to open the container and how to eat it; make sure the yoghurt is low sugar

• Small blocks of cheese cut from a large block of cheese. Avoid the highly processed cheeses

• Try putting together a small picnic in the lunch box; slices of tomato, meat, grated carrot, grated cheese and some bread and butter - so your child can build their own sandwich

• Homemade pikelets are a great snack and easy to make ahead of time.

• Visit websites such as http://www.kidspot.com.au/Back-to-School-Lunch-box-nutrition-Nutritious-lunch-boxes for ideas

• Aim for homemade, as close to source, reduced salt, sugar free food (whatever the form of sugar). In the long run, the effort is worth it on so many levels

• Sit down to meals with your child at home. Model the table manners that ensure people are able to eat together – keeping the food together on the plate, taking small bites, chewing with the mouth closed, speaking when the mouth is empty, speaking quietly, and listening.

• Show your child how to clean up after a meal – where crockery and cutlery are placed and sweeping the floor around the table.

• Model washing hands before and after a meal.

School bag

The school bag should be:

• suitable to carry a lunch box and drink bottle

• easily managed by your child to accommodate extra clothes, raincoats, school work, etc.

• of a size that your child can carry it on their back without injury. Carrying their own bag to and from the car is essential for your child to develop their muscles.

• Walking into school and the classroom is an important step to developing independence

• To support your child’s independence, MAKE SURE THAT EVERYTHING IS LABELLED WITH YOUR CHILD’S NAME. In this way your child can take ownership of their possessions and develop a sense of responsibility.

Birthdays and celebrations

Each child’s birthday is celebrated with a special ceremony in their classroom. If your child would like to bring in a treat to celebrate with the other children, it is suggested that it is either a platter of fruit or lightly iced individual cupcakes. Please discuss the arrangements with the class teacher beforehand.

If you plan to invite other children to a birthday party, please place the invitations in the family pigeonholes. This makes it less obvious to those children who do not receive one.

If birthdays are not celebrated in your family, please liaise with your child’s teacher and plan an alternative activity or parent supervision for your child during this time.

Recommendations about a ‘Time Line’ book:

• Take the opportunity to create a ‘Time Line’ book for your child. These books have a page for each year of your child’s life with a photograph and a short paragraph describing your child’s activities for the year. The book is intended as a celebration of your child’s life and a visual prompt of the passing of time. The book will be shared with the class on your child’s birthday. For an example of a ‘Time Line’ book please ask your class teacher
• Find out from the teacher when the birthday celebration will take place and, if your child is in Junior Primary, arrange to attend

• Share the celebration and be in the moment. Taking photographs distracts your child’s attention from the event (staff can capture the moment discreetly).

**Clothing**

The school uniform is not compulsory for everyday wear. The polo shirt and hat are required, however, for school excursions, special public relations events and the whole school photo day when we would prefer the school uniform to be worn. This if for safety and duty of care reasons as the students are easily identified by their uniform, and they are also representing the school in public.

When children reach approximately six years of age they are moving into an intense social period when they want to belong to a group. This is when they will in all probability ask to wear the uniform regularly.

The uniform consists of a blue polo shirt, navy blue shorts, navy blue skort and a navy and blue checked dress. Our navy blue brimmed and legionnaire’s hats, and a navy blue zip jacket for winter, are also available. All items have the school logo printed on them. It is recommended that the bottom half of clothing should be navy blue, but otherwise of the child’s choice.

The P&C are responsible for uniform shop sales on a Monday and Wednesday morning throughout the school terms (via administration). Uniforms are generally kept in stock and placing orders is not necessary.

It is advised that when children are not wearing the uniform, comfortable play clothes that are easy to take on and off are most suitable. “Sunday best” clothes are not advisable as some school activities can be messy.

**Please note that children must be able to use the bathroom independently before they start school. The staff will make every effort to support your child.**

In case of bathroom mishaps in Transition and Junior Primary, please put a spare set of clothes, including underwear, in a plastic bag and leave it in your child’s bag.

In the event of a mishap, it is necessary that your child is able to change their own clothes unaided. Consideration must be given to the other children who remain in the care of only one adult whilst your child is being attended to.

If a child has frequent toileting mishaps, the teacher will arrange for the child to be collected by parents/guardians. A meeting with the parents to review current arrangements of the child’s enrolment may be organised. Parents may be asked to take the child to a specialist to assist.

**Recommendations**

• With your child, sort their wardrobe into school and non-school clothes

• Together, determine sun smart and non-sun smart clothes to sort into suitable school clothes

• Starting at three years of age, allow your child to choose their own clothes to wear to school from a choice of three outfits

• Ensure that your child has a full set of the school uniform for excursions
• Give your child the experience of different fastenings to assist their fine motor coordination
• Spend time helping your child learn to dress and undress themselves
• Spend time helping your child become toilet trained.

**Naming of personal belongings**

All personal items should be labelled in waterproof pen with your child’s name in lower case letters, e.g. Paul and not PAUL. This assists your child to recognise letters they will be learning to write.

**Recommendations**

• Do the naming of all personal belongings with your child.

**Hats**

The School has a ‘yes hat, yes play’ policy. A hat should always be kept in your child’s bag. The hat must shade the face, the tops of ears and neck – CAPS ARE NOT ACCEPTED.

Hats are worn:

• To and from school - the sun is out all day, not just at playtime
• Whenever the children are outside (children without hats will have to play under cover).

**Sunscreen**

Children are taught how to apply sunscreen in their classes and the daily routine includes them applying sunscreen before going out to play. If your child needs a specific sunscreen, please send a labelled bottle for their use in the classroom.

**Recommendations**

• Ensure that you model wearing hats when in the sun
• Encourage your child to wear a hat at all times when outside
• Show your child how to apply their own sunscreen at home. Apply sunscreen in the morning before coming to school. Most sunscreens are effective for approximately four hours
• When your child stays undercover for playtime due to not bringing a hat to school, greet the news firmly. Then discuss how to ensure that this will not happen again. Support the decisions that your child makes to solve the problem even if you know they will not work! When it happens again, help your child go through the problem again. Support your child’s developing independence
• If your child does not remember their hat, do not make another journey to school to bring it to them. The quickest way to learn is by making mistakes. Honour your child’s right to learn.
Shoes

Students are on the verandas, in the playground and visiting other classes every day of the week. **All students are to wear fully closed in shoes to school.** The School is located on the border of the Beeliar Wetlands and the setting can have the occasional snake visitor. Closed in shoes are part of safety precautions as a guard against snake bites.

**Recommendations**

- Find shoes your child can put on by themselves; this builds their confidence
- Practise taking the shoes on and off at home
- Laces are recommended from approximately five years of age. Being able to tie laces is a valuable fine motor skill and activity to build the memory.

**Children leaving school during school hours**

To support the school staff in providing care for your child, the following procedure must be followed. This procedure applies to all children who have been delivered to school at the start of the day but need to leave during the course of the day for various reasons that are not to do with the educational programs, e.g. medical appointments, taken ill, miscellaneous.

**Procedure**

- If an appointment/meeting etc has been pre-arranged, an email to enrolments@bgms.wa.edu.au (and cc’d to the class teacher) from the parent/guardian stating the date and leaving/returning times the child will be absent from school is required
- The person with permission to collect the child is required to sign out the child in reception prior to picking up the child from the classroom
- The teacher is to record the child as absent if the child is to miss half a day. If the child is arriving late due to an appointment in the morning the child will be recorded as late
- If the child is leaving school to attend an appointment and returning afterward, the parent/guardian is required to sign the child out, and back in, at reception.

**Outcome**

Once a child has been delivered to the school, staff are aware of the location of the child and who the child is with.

- If your child has had a fever, diarrhoea or been vomiting during the night, they must not be brought to school to keep cross infection to a minimum.
- If it is obvious that a child is unwell at school, a parent will be contacted and asked to collect the child as soon as possible
- The class teacher will contact the School Registrar who will assist in contacting the parents. On arrival at school the parent is to follow the procedure, ‘Children leaving school during school hours’.
School Immunisation Policy

On enrolment of a child at the school, parents are required to provide a copy of the child's immunisation records, or alternatively, a National Vaccine Objection (Conscientious Objection) form if the child is not immunised.

If you suspect your child has a communicable disease you are required to advise the Principal and visit a doctor immediately. The doctor will inform you of the period of time your child will need to be out of school. Upon your child returning to school you are required to provide the Principal with a medical certificate signed by a doctor indicating that the child is well enough to return to school.

The School adheres to Department of Health recommendations with regard to communicable diseases, and the requirement for non-immunised children to be kept at home in the event of confirmed infectious diseases within the school community. The School will inform all parents of any confirmed communicable diseases in order for families to decide on the associated risks and their child's/children's attendance during this time.

Please contact the class teacher or administration if you have any queries. As required, queries will be referred to the School Nurse.

Medication / allergies

If it is necessary for your child to take medication during school hours, drugs and instructions must be left with the class teacher. The teacher will endeavour to ensure the medication is given but no responsibility will be taken for missed medications. Parents are encouraged to ring the school at the time the medication is due to remind staff.

Without exception, all medications must stay in the possession of an adult at all times i.e. parents to hand medications directly to the class teacher with clear written instructions.

The medication must be supplied in a measured single dose clearly labelled with the child’s name, volume & type of medicine, e.g. 5mls of Panadol for John Smith to be given at 12 noon. The instructions must be recorded and signed for on a ‘Permission to Administer Medication’ form available from reception, and the Class medical sheet.

All students have an ‘emergency contact and medical information’ form completed on enrolment. This form will be updated yearly. Any allergies or medical conditions must be noted on this form. In the case of serious or potentially life threatening conditions, an Action Plan must be supplied by the parent/guardian. The Action Plan must include a recent photograph and be discussed by the parent with the class teacher. Copies will be kept throughout the school and taken on excursions. Where required, an EpiPen or asthma reliever must be supplied by the parent (and kept in date) to the class teacher to be kept in the class first aid kit.

At any time throughout the school year when any change to your child’s medical condition or medication occurs, you must advise the School Registrar and the class teacher in writing.

Please contact the class teacher or administration if you have any queries. As required, queries will be referred to the School Nurse.

School Nurse

Blue Gum Montessori School does not have a resident School Nurse. However, the school does use the services of a School Health Nurse provided by the Department of Health. The services offered include screening, educational programs and further consultancy.
Parking

Blue Gum Montessori School is fortunate to have access to ample parking in the onsite car park, predominantly for staff, and on the verges of both sides of Hope Road for parents.

Onsite parking

Enter the car park via the west driveway and exit using the east driveway.

Drive at walking pace at all times through the car park.

Park in the marked bays.

The two bays in front of the main school gate are marked with red kerbing and have a ‘KISS and DROP ZONE’ sign in front of them. These two bays are for dropping off and collecting Upper Primary students only, and for emergency vehicles as required. Students in Upper Primary classes may be dropped off by parents/guardians when parking in these bays and ensuring their child/children enter the school grounds before leaving. DRIVERS MAY NOT LEAVE THEIR VEHICLE WHEN PARKING IN THESE TWO BAYS to allow other parents to access the bays. These bays are also used for emergency vehicles.

Offsite parking

Parking on the Meller Park grass verge is allowed but no part of a vehicle may be on the footpath as this may incur an ‘on the spot’ fine by Local Council Rangers.

Parallel parking on Hope Road is permitted but no part of a vehicle may be on the footpath as this may also incur an ‘on the spot’ fine by Local Council Rangers.

In the interests of the safety of all children, parking is not permitted in the ‘no parking’ zones on either side of the western entrance and eastern exit of the school car park (as indicated in the red section on the following map – traffic cones are in situ). This includes the island between the car park’s entrance and exit.

Recommendations

• Doing a U-turn on Hope Road is not advised. Instead, please proceed right onto Homestead Avenue, right onto Parkway Road and exit at the roundabout on Bibra Drive
• Remember to advise grandparents, guardians or child carers who may drop off or collect your child/children on a casual basis of the parking arrangements. If you have any queries or concerns, please contact reception
• Take every opportunity to model safe traffic behaviour to all the children in the school.

We greatly appreciate your cooperation in this matter.

The school may issue “No Parking” reminders when cars are parked in incorrect areas.
PARKING AT BLUE GUM MONTESSORI SCHOOL

**Area** | **Number of Cars** | **Parking Angle**  
---|---|---  
School Car Park | 28 bays + 1 Disabled Bay | 90° Parking  
School Verge West of Car Park | 10 (Minimum) | Angle Parking  
School Verge East of Car Park | 10 Bays | Parallel Parking  
Meller Park Car Park | 5 Bays | 90° Parking  
Meller Park Verge | 50 Bays (Minimum) | 90° Parking  
Baker Court | 10 Bays (Minimum) | Parallel Road Side  
No Parking

**Total Parking Bays 113 + 1 Disabled**
Pick up

- Transition and Junior Primary

Plan to be at school a few minutes before the session is over so that your child is reassured.
For students attending half days, pick up is between 11.45am - 12 noon.
For students attending full days, pick up is at 3pm.
Parents/guardians are requested to wait quietly outside the front entrance until students are released directly to their caregivers.

- Middle Primary

Pick up is at 3pm from outside the front entrance of the classroom. The class teacher will release students to an adult/guardian. Under no circumstance is a student to leave the school grounds, or cross Hope Road, without a parent/guardian.

- Upper Primary

Pick up is at 3pm from Kambarra. If you require your Upper Primary child/children to walk to the “Kiss and Drop” parking bays, please email the class teacher prior to this practice commencing. Under no circumstance is a student to leave the school grounds, or cross Hope Road, without a parent/guardian.

Late pick up after school

In the event of a late pick up due to unforeseen circumstances, please phone administration staff on 9417 4060 to advise as early as possible so the class teacher can be informed. Students not collected by 3pm will be escorted to the After School Club (OSH) where he/she will be enrolled until the parent/guardian arrives (fees apply). Administration office hours are 8.15am to 4.15pm daily.

Late pick up after OSH and/or after school Clubs

For security reasons, all OSH and Club participants will exit via the car park rear gate. All children attending Clubs must sign in and be signed out by a parent/guardian for security reasons. Please be aware that OSH closes at 6pm sharp. If children are not collected by this time, parents will be charged $1 per minute thereafter which will be recorded on the family’s account.

Emergencies and evacuations

In the event of an emergency you will be contacted. Parents are expected to collect their child in the timeframe provided by the School. In the event of an emergency and a child is not collected, the Police will be contacted.

Excursions

Parents will be notified of school excursions via the class notice boards, family pigeon holes, school calendar or email. Permission to attend from parents/guardians is given by signing the excursion permission form. Should a student not have a signed permission form they will not be able to attend the excursion and will be required to remain under supervision at school.

Christmas, Easter and other cultural celebrations

Cards may be given to other children by placement in pigeon holes. In keeping with the School Health Policy – Healthy Food, the giving of lollies and chocolate gifts is not encouraged.
Toys from home

Do not allow your child to bring toys from home unless authorised by your child’s class teacher. There are many interesting activities and materials available in the classrooms. Children may bring anything natural that they may have collected or found themselves, e.g. flowers, rocks, shells, etc. which may be of general interest for sharing. Books are also of interest to the other children.

Student bag hooks

Each child has their own hook. Children are required to carry and hang their own bags on their hooks. In Transition and Junior Primary, the hooks will be named with the children’s names and this will be one of their first ‘reading’ experiences.

Lost property

Clothing and personal items that are named are generally returned to the child or class teacher. All items that are not labelled are placed in the Lost Property Box located below the pigeon holes outside Reception. The box is cleared at the end of each term. Any school uniforms are put into the second hand uniform box and the remaining items are given to charity.

Second hand uniforms

Second hand uniforms are available from the P&C uniform shop when available. Monies from their sale will go toward community events.

Toileting

All children in Junior Primary at Blue Gum Montessori School must be able to use the bathroom independently due to the facilities, and the school being the care service. In case of an occasional toileting accident, the child should be able to independently clean themselves and change their clothes. Children must wear clothing that they can easily and independently manage – dress for success! If the child needs help they must be able to ask an adult for help.

If a child has a messy soiling accident the teacher will arrange for the child to be collected by the parents immediately. If accidents are continual (three or more in a week) a meeting may be arranged with the parents to review current arrangements of the child’s enrolment.

“Children should be actively involved in changing wet/soiled clothes, wiping their own bodies and cleaning any area where they have had an accident. This is teaching logical consequences. Parents who continue to do these personal acts for their children are limiting the development of important personal skills”. Julie Jenkins Sathe – “Enlightened Discipline”

http://enlighteneddiscipline.com/toilettraining.html (recommended reading)

Recommendations

• Spend time helping your child learn to dress and undress themselves
• Spend time helping your child to become toilet trained
• Spend time helping your child clean themselves after an accident
• Spend time role playing asking for help.
Parent Involvement

There are many ways in which you can become involved in your child’s life at Blue Gum Montessori School. There are the must do activities such as attending the School community events, i.e. Harmony Day, Dr Montessori’s birthday, celebrating Mother’s and Father’s days with a significant person, sporting carnivals, reading the newsletter with your child, reading your child’s report with them, attending the semester meetings with your child’s teacher, checking out the class displays, being part of the audience at assemblies, boning up on the Montessori Method of Education through the School’s Montessori book club and lending library, website and other recommended websites, coming to parent information sessions during the school day or evening and helping out in the classroom at the teacher’s request.

Parents are encouraged to be involved in doing jobs around the school as ‘many hands make light work’. A list of term jobs is compiled by the class teachers and advertised by administration each quarter.

School Communication

Communication is via a variety of means depending on the nature of the communication. Communication is a two-way engagement and all parties should be respected throughout this process.

Student communication diaries

A student communication diary will be given to each child at the beginning of each year. There is a pocket in the back of the diary for parents to send notes to the class teacher. The communication diaries remain the property of the school. Replacement diaries will be charged for on parent’s school accounts. The teachers will not be writing notes in your child’s diary every day but will make an effort to cite them. If a child leaves the school the diary is to be handed back to the classroom teacher as it is deemed school property.

Parent information evening

In Week 2 of the school year, a parent information evening for current parents is held to share information about staff and the curriculum.

Parent notice boards

A community notice board is situated next to the uniform shop (just past reception) and outside each classroom. The classroom notice board is usually classroom specific. The parent notice board is for school and community notices.

Pigeon holes

Each family has a pigeonhole outside reception which is used for school communication to individual families, receipts for fees, etc., and personal communications from other families such as birthday invitations. It is most important that these are checked daily.

Non school / educational notices

Families of the School may post non-commercial notices with approval from the Principal.
Notes in child’s bag

These are usually invitations to school functions, information on events or a child specific letter for parents.

Communication book outside classrooms

These are for daily communications with the teacher, e.g. student collection information, any general concerns you may have and wish to discuss or to request an appointment.

Permission forms and excursion information

Parental permission for outings, e.g. excursions.

Newsletter

A newsletter is generated on alternate fortnights, emailed to all current parents and added to the school website. Please notify the office if you DO NOT wish to receive the newsletter via email - enrolments@bgms.wa.edu.au

Students

Messages in writing or via drawings from the children are sometimes placed in their communication diary.

Custody and Court Orders

Should the status of your child’s guardianship change, you are required to provide written documentation to the school. Children will be released to both parents if we do not have an official Court Order or written consent by both parents. The School does not provide specific documentation for Court hearing outcomes. It is up to the individual parent to table the information they wish the Court to have. The school will not take sides over one parent or another.

Student welfare and mandatory reporting

We respect and value equitable relationships with all children with a focus on positive education. As a non-government school we must implement a child protection policy and procedure. As part of our duty of care obligations for children, teachers are mandated to report child sexual abuse based on reasonable grounds for forming a belief of child sexual abuse. Should you have any questions please direct them to your child’s teacher in the first instance.

Montessori literature

To assist with parents’ Montessori Education, the School has a number of Montessori books in the parent library located outside reception. Books are borrowed on an honour system at no cost to parents. Parents may wish to donate a book to our library.

Class handbook

Each class has a handbook specific to that class. These books are prepared at the discretion of the teacher and handed out by the Class Liaison who is responsible for communicating to one families in that class.
You have a query or question?

Is it about education or non-education?

**Non education**

1st stop  This handbook, class handbook, parent orientation session, family coffee morning, class notice board, school notice board, school website, newsletter

2nd stop  Class Liaison or School Administrator in reception

3rd stop  Class Teacher

4th stop  School Principal / Delegate (Please be reminded that Board members should not be approached to resolve operational issues).

Gossiping with other parents only escalates the issue and should be avoided.

**Education**

1st stop  Class Teacher

2nd stop  Cycle Team Leader

3rd stop  School Principal / Curriculum Co-ordinator

The email address of your Class Liaison, class teacher and the School Administrator are in the class handbook.

There is also a communication book outside each classroom for general queries.

**Feedback**

We take your feedback seriously. Feedback forms are available on our website, outside each classroom and via reception.

**School Life**

**Transition**

Children who have turned four and are developmentally ready, transition to attend for four full days a week. By the time a child is five years of age they must be attending five full days a week. Speak to your child’s teacher about the finer details.

**Observations in the classroom**

Parents are encouraged to observe their child in their classroom once per term. The children appreciate your interest and the experience helps parents to learn more about the Montessori Method of Education. There are usually no observations in the first three weeks of Term 1 in Transition or Junior Primary as we give the new children time to settle.

Parents of new children will need to wait until their child’s second term to arrange a class observation. Please note that your child’s behaviour may be influenced by your presence, so it may not be a typical day for him/her.

Class observations are arranged by reception, held on Mondays to Thursdays from 9.30 – 10am and are for adults only. Generally there are no class observations scheduled in the first or final two weeks of each term.
Class parent contact lists

In the interests of privacy, having your contact details on a class parent contact list is voluntary. Please advise the Class Liaison if you do not wish your details to be included on a class parent contact list. The School Registrar will also send out a form asking for your permission for your details to be added to the list.

Parent information sessions

Parent information sessions are held on a regular basis. These are intended to help parents understand what their children are undertaking at the school. The sessions are enjoyable and informative and will give you a better appreciation of your child’s educational and social growth. It is also an opportunity to meet other parents. Parents will be notified of these sessions through the newsletter or via email.

Orientation sessions

Orientation sessions are held regularly to assist the induction of new families to the School and to allow existing families to learn about their child’s next school “phase”. It is very important that a representative from each new family, and those with children transitioning from Transition to Junior Primary, Junior Primary to Middle Primary or Middle Primary to Upper Primary during the year, to attend these sessions.

Assembly

An end of term assembly is held each term apart from Term 3 when there are sport carnivals. The assembly dates are found on the school calendar.

Reporting

Written reports on students’ progress and activities are provided to parents in Terms 2 and 4 each year. These are under review and changes will occur during the year.

Parent/Teacher conversations

Parents are encouraged to attend formal consultations with teachers to discuss their child’s progress following receipt of written reports in Terms 2 and 4. Conversation times are posted on classroom notice boards at the end of each semester.

Teachers are available to meet parents after school hours during the year by appointment. It is inappropriate to discuss matters with teachers at the classroom door or during class hours unless invited to do so by the teacher. All teachers have a communication book in which parents can write general concerns or requests to the teachers. Other more specific concerns can be emailed, placed in our child’s diary or discussed at a private meeting.

Each teacher has a school email address that can be found at the end of this handbook and in the class handbook.

School calendar

The school year dates are published in the newsletter and on the website. A confirmed term calendar is sent out in the first week of each term.
Homework

The Montessori child’s work is to construct a ‘human’ orientated to his/her time and place in the world. The greatest gift a parent can give a child is the time to share their life. This gives the child the chance for the experiences that they need to become adults adapted to their place and time in the world.

As partners in your child’s education, it is anticipated that you will sow the seeds of learning and that you will model and share your literacy and numeracy skills. Within reason, you will share your daily life and include your child in the home chores. It is faster to do everything yourself but this will be failing in your duties as a parent. Teachers may ask parents to follow up on class work.

Suggestions

- Read to/with your child every day from a variety of sources, e.g. books, magazines, newspapers, instructions on packets, street signs
- Use numbers with your child every day, e.g. names of numbers, value of numbers, how many, how long, how much, how much more/less
- Read the time and talk about time with your child
- Talk with your child about sequence - what comes next, before, after
- Use real money with your child giving them an idea of the value of money and indirect lessons in the decimal system.
- Include your child in cooking. Even if they never become a great chef they will be able to measure
- Consult websites about reasonable expectations of a child’s work at home
- The activities should be real and in context. Try to avoid artificial learning. e.g. cramming centres.

As your child moves through the school, there will be formal activities sent home for you to share with your child, e.g. spelling lists, readers, tables.

Unspoken is the expectation that you will be doing number facts with your child, e.g. playing games such as SNAP when the snap is +1 or -1 of the number previously put down; and when they have mastered that then 2, etc.

Organisation

Ownership and Governance

Blue Gum Montessori School is an Incorporated Association and parent governed school registered with the Department of Education Services (DES). The School Board consists of volunteer parents, and others at the discretion of the Board, and are elected according to the Constitution. The Governance affairs of the school are the responsibility of the School Board.

The School is owned by Blue Gum Montessori School Inc, which is made up of the members of the Association who are the parents of the children enrolled at the School, with discretion to elect from outside the school.

As Blue Gum is a parent governed school, without the cooperation of each family, the school cannot operate to its potential, or may not operate at all. Interested parents wishing to join the Board should contact the Chair of the Board.

Annual General Meetings are held in Term 1. Parents will receive notification via email.
School Board

Positions on the Board:

Chair Person
Chairs the School Board. The Chair of the Board represents the School, where appropriate, to the larger community.

Deputy Chair
Deputises for the Chair of the Board.

Treasurer
Chairs the Finance Executive and communicates regularly with the Principal and Business Manager to receive and discuss monthly financial reports. Reports to and advises the Board on financial matters.

Secretary
Prepares the School Board agendas and minutes of Board meetings.

Community Life Engagement Coordinator
The Community Life Engagement Coordinator provides an update on P&C matters to the Board.

General Board Members
Have a vital role in providing governance oversight for the Board decision-making.

Ex Officio member - School Principal
The Board delegates all day-to-day operational issues. The Principal is employed by the School to provide leadership, management and support for the staff. The Principal is responsible for promoting the policies of the school. Any concerns should be referred to the staff member directly responsible, and if not resolved, to the Cycle Team Leader, Curriculum Coordinator and the Principal.

These positions are part of the school community:

Class Liaisons
A Class Liaison is nominated for each classroom. The Class Liaisons welcome new families, liaise with the class teacher, organise regular social events, e.g. family picnics, coffee mornings, end of year functions, morning teas at parent run functions.

Role of School administration positions

Principal
Non-voting member of the School Board responsible for the leadership and management of Blue Gum Montessori School that are consistent with Montessori values and practices and the school's mission, vision and philosophy values.

Principal's Assistant
Provides administrative support to the Principal and School Board, and is the first point of contact for parents to meet with the Principal.
Business Manager
School executive member responsible for all financial and reporting/Government liaison matters of the school, under the direction of the Principal and in consultation with the Teachers.

Human Resources and Operations Manager
School executive member responsible for human relations and administrational issues under the direction of the Principal.

Finance Administrator
Performs a wide range of administrative tasks, including school fees and general accounts; payable, receivable and payroll processing.

School Registrar
Employed to attend to enrolments and associated accountability, and support the Principal in public relations.

School Administrator
Responsible for front office reception, monitoring OH&S and as such is responsible for day-to-day safety and maintenance issues via the Human Resources and Operations Manager.

Finance
As with all independent schools, Blue Gum Montessori School receives income from a number of sources. The main income comes from the families of the School community via tuition fees and donations. The remainder of the income comes from State and Federal funding. The level of funding is based on the Socio Economic Score of the families of the school, the age of the child and 90% attendance for the total number of school days in the year.

The Finance Executive of the School Board is charged with governing the financial affairs of the school and making recommendations to the Board regarding the setting of the fees. The fees will go up annually, in line with the Education Cost Price Index and according to the operational needs of the school.

Fees: for the full version please refer to the Business Arrangements on the School website or to the Finance Department.

Please note: all fees, discounts, bonds and levies are subject to change. Notification of the changes will be made via parent communication, newsletter and the school website.

Application fees

<table>
<thead>
<tr>
<th>Application Description</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>School student and Transition – application made before 3rd birthday</td>
<td>$125</td>
</tr>
<tr>
<td>School student and Transition – application made after 3rd birthday</td>
<td>$250</td>
</tr>
<tr>
<td>Sibling of child currently attending BGMS</td>
<td>$35</td>
</tr>
<tr>
<td>Family application fee (two or more siblings applied for simultaneously)</td>
<td>$280</td>
</tr>
</tbody>
</table>
Offer of student placement

<table>
<thead>
<tr>
<th>Confirmation of acceptance</th>
<th>$610</th>
<th>The confirmation of acceptance fee is payable with the return of the Enrolment Agreement within ten (10) working days of the offer, and is a condition of entry to the school. It is non-refundable.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enrolment Bond</td>
<td>$750</td>
<td>The Enrolment Bond is payable within ten (10) working days of the offer, and is a condition of entry to the school. The Enrolment Bond is refundable subject to the following conditions:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• The entire Enrolment Bond is refunded upon the student’s graduation from the end of the Upper Primary cycle</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Half of the Enrolment Bond is refundable subject to a full term’s notice of withdrawal from the end of the Middle Primary cycle</td>
</tr>
</tbody>
</table>

Tuition fees

Payable by the Friday before the commencement of term.

<table>
<thead>
<tr>
<th>The following fees are mandatory and non-refundable:</th>
<th>4 half days attendance</th>
<th>4 full days attendance</th>
<th>5 full days attendance</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Fee per Term</td>
<td>Total per Year</td>
<td>Fee per Term</td>
</tr>
<tr>
<td>Tuition Fees</td>
<td>$2,570</td>
<td>$10,280</td>
<td>$2,255</td>
</tr>
<tr>
<td>Amenities &amp; Consumables</td>
<td>$65</td>
<td>$260</td>
<td>$65</td>
</tr>
</tbody>
</table>

Notes

The school fees tabled above cover all the costs associated with the children’s education, including books, stationery, equipment, camps, incursions & excursions. Families will not be invoiced for additional items during the school year unless additional purchases are made, e.g. uniform, clubs and OSH care.

Tuition fees for part time students include levies to cover shortfalls in government funding.

Late starts

Where a child commences after the end of the second week of a term, a pro rata Tuition Fee for that term will be charged. All children who commence anytime during the first two weeks of term will be charged full Tuition Fees.

Payment frequencies

Families have the following options for payment of school fees:

<table>
<thead>
<tr>
<th>Frequency</th>
<th>Due by</th>
<th>Discount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Annual</td>
<td>Friday before Term 1</td>
<td>4% off all School Fees</td>
</tr>
<tr>
<td>Bi-annual</td>
<td>Friday before Terms 1 &amp; 3</td>
<td>2% off all School Fees</td>
</tr>
<tr>
<td>Per Term (Direct debit optional)</td>
<td>Friday before Terms 1,2,3 &amp; 4</td>
<td></td>
</tr>
<tr>
<td>Monthly (Direct debit mandatory)</td>
<td>11 equal payments debited at the end of each month</td>
<td></td>
</tr>
<tr>
<td>Fortnightly (Direct debit mandatory)</td>
<td>22 equal payments debited every 2nd Friday starting on the last Friday of January</td>
<td></td>
</tr>
</tbody>
</table>
Payment methods

Payments can be made by:

• direct bank transfer to BSB 306 043 Account Number 4153530;
• cheque made payable to Blue Gum Montessori School Inc.;
• credit card payment at reception or by phone during office hours; or
• by arranging Direct Debit through the office. This is mandatory for monthly and fortnightly payments and optional for term payments.

Late or unpaid fees

Parents who are experiencing difficulty in paying fees by the due date must contact the Business Manager to discuss alternative arrangements for payment.

In the event that payment of fees has not been received by the Friday before term begins, a reminder letter will be issued, together with a reissued invoice inclusive of a late payment fee and a Direct Debit form.

If no response is received by the third Friday of the Term (i.e. Friday of Week 3 of a Term), the matter will be referred to the Treasurer who will inform the Board.

By the end of the fifth Friday of the term (i.e. Friday of week 5 of a term), the Board will advise Management on the course of action to be taken on any accounts that remain outstanding.

The School reserves the right to take legal action for the recovery of any fees outstanding and also reserves the right to give notice to Parents/Guardians for the withdrawal of a student from the School in the event that the Parent/Guardian fails to make adequate arrangements for payment of any amounts outstanding as determined by the School.

Unless a prior arrangement has been made, no student may commence a new school term unless prior fees have been paid in full.

Financial assistance

Please contact the Business Manager immediately if you have difficulty in paying the fees by the due date, and a payment plan can be arranged.

We are not yet registered to offer the Child Care Rebate. Parents will be advised when our registration is confirmed. Shortly we will be able to provide documentation via reception for families eligible to apply for the Child Care Benefit.

Discounts

Sibling discount

When more than one (1) child from the Family is enrolled, the second child from that family will be entitled to a 20% discount on Tuition Fees. The third and subsequent children will be entitled to a 30% discount on Tuition Fees.

Prompt payment discount

The discount rate is tabled on the current year fee schedule.
Donation to building fund

Parents are encouraged to donate to the Blue Gum Montessori School building fund to assist with future capital development. Donations to this fund are tax deductible. Please contact the Business Manager for further information.

Privacy Statement

The information Blue Gum Montessori School collects and holds may include sensitive information about:

- Students and their parents/guardians before, during and after their time at the school, e.g. forms, meetings, interviews, phone calls.
- Members of staff, job applicants, volunteers, e.g. references, resumes, police clearances for employment purposes, child protection.
- Other people coming into contact with the school such as parents attending classroom observations, information evenings, e.g. driver’s licences and other forms of ID, address and phone numbers.

The purpose of keeping and using this information is for school administration to be able to contact parents/guardians concerning their child’s educational, social and medical needs. It is imperative that parents provide the most updated contact information. The school will keep this information private and secure and will use all information held for the purpose for which it was provided.

Parents & Citizens (P&C)

The P&C operates under the auspices of the School Board and is about building community engagement. The P&C holds various activities throughout the school year and raises funds for specific projects and events. Please refer to the newsletter, reception or Class Liaisons for details.

Policies & Procedures

The Policies and Procedures have been endorsed by the Blue Gum Montessori School Board and Principal. Any parent or guardian may request a copy of these documents from the School Administrator. Please refer to the school website to view the Policies and Procedures map. Please note that policies are intermittently reviewed to ensure best practice aligned to legislation changes.

Grievances

BGMS is committed to resolving any miscommunication by engaging with the key parties directly in the first instance. In the case of an issue becoming a grievance, the following chart indicates the communication process.
**Nature of the concern?**

If you are unsure of which path to take, consult your child’s teacher, the School Administrator, the School Registrar, a Teacher or other Staff member.

**SCHOOL OPERATIONAL ISSUES**

**Matters Regarding**
- your child
- educational issues
- staff members
- other children
- school policies

- **Class Teacher**
- **Cycle Team Leader**
- **Curriculum Coordinator**
- **Principal**

**SCHOOL GOVERNANCE ISSUES**

**Matters Regarding**
- Governance
- Non educational
- Governance Policies and Procedures

- **Member of The Board**
- **Chair of Board** If No Resolution
- **Conciliation Committee** If No Resolution
- **Mediator**

**Members of the Board**
- Chair of Board
- President
- Vice President
- Secretary
- Treasurer
Staff names, positions and contact details
Dr Maree Matthews, Principal – principal@bgms.wa.edu.au

Administration
Michelle James, Personal Assistant to the Principal – p.a@bgms.wa.edu.au
Rebecca Exham, Business Manager – businessmanager@bgms.wa.edu.au
Julie Elkes, Finance Administrator – accounts@bgms.wa.edu.au
Claire Cubis-Edwards, Human Resources & Operations Manager – hrops@bgms.wa.edu.au
Lucy Beadle, School Registrar – enrolments@bgms.wa.edu.au
Michelle Armstrong, School Administrator – admin@bgms.wa.edu.au

Specialists, Class Teachers, Coordinators, etc.

Specialists
Crispin Rapsey, Curriculum Coordinator & Positive Education Teacher – curr.cord@bgms.wa.edu.au
Michelle de Bruin, Learning Support Specialist – michelle.debruin@bgms.wa.edu.au
Richard Chen, Chinese Specialist – chinese@bgms.wa.edu.au
Danielle Eitzen, Visual Arts Specialist – visualarts@bgms.wa.edu.au
Dianne Johnston, Performing Arts Specialist – performingarts@bgms.wa.edu.au
Marie-Jose Real, French Specialist – french@bgms.wa.edu.au
Tara Smith, Physical Education Specialist – physical.ed@bgms.wa.edu.au
Louisa Watts, Librarian – librarian@bgms.wa.edu.au
Relief Teacher – relief@bgms.wa.edu.au

Upper Primary
Laura Nicholls, Coolibah Directress & Upper Primary Team Leader – laura.nicholls@bgms.wa.edu.au
Rebecca Barth, Kurrajong Directress – rebecca.barth@bgms.wa.edu.au
Fiona Bell, Literacy Specialist – literacy@bgms.wa.edu.au

Middle Primary
Sujatha D’Souza, Karri Directress & Middle Primary Team Leader – sujatha.dsouza@bgms.wa.edu.au
Belinda Parsons, Karri Education Assistant – assist.karri@bgms.wa.edu.au
Vinita De Sa, Wandoo Directress – vinita.desa@bgms.wa.edu.au
Sharon Doubell, Wandoo Education Assistant – assist.wandoo@bgms.wa.edu.au
Cecile Sjardin, Tingle Directress – cecile.sjardin@bgms.wa.edu.au
Casey Trahorsch, Tingle Education Assistant – assist.tingle@bgms.wa.edu.au

Junior Primary
Mereio Hughes, Wattle Directress & Junior Primary Team Leader – mereio.hughes@bgms.wa.edu.au
Claire Campbell, Wattle Education Assistant – assist.wattle@bgms.wa.edu.au
Lee du Toit, Tuart Directress – lee.dutoit@bgms.wa.edu.au
Morgan Smith, Tuart Education Assistant – assist.tuart@bgms.wa.edu.au
Maria Borce, Jarrah Directress – maria.borce@bgms.wa.edu.au
Patricia Engelbrecht, Jarrah Education Assistant – assist.jarrah@bgms.wa.edu.au
Gwen Hills, Melaleuca Directress – gwen.hills@bgms.wa.edu.au
Louise Blaxell, Melaleuca Education Assistant (am) – assist.melaleuca@bgms.wa.edu.au
Alison Dorr, Melaleuca Education Assistant (pm) – assist.melaleuca@bgms.wa.edu.au
Tara Smith, Junior Primary Outdoor Program Teacher
Vandana Conhyedass, Junior Primary Education Assistant
Casey Trahorsch, Junior Primary Education Assistant

Transition
Lorna Kelly, Mallee Directress – transition@bgms.wa.edu.au
Maria Fahy, Mallee Education Assistant – assist.mallee@bgms.wa.edu.au

Playgroup
Melissa Beeck, Playgroup Coordinator – playgroup@bgms.wa.edu.au

Out of School Hours Clubs (OSH)
Vandana Conhyedass, OSH Coordinator – osh@bgms.wa.edu.au
OSH Education Assistant – assist.osh@bgms.wa.edu.au