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

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

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 practise 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 LOTE

*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*
Introduction

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

- 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. Suggestions are below each heading.

- 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 Council member or team member. 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 a teacher, your Class Liaison, the Principal no matter how trivial you think the matter may be. 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.
School Routine & Procedures

Absences
The roll is called at 8.45am. If a child is absent for any reason the parent or guardian should contact the school either by phoning the Office or sending an email to enrolments@bluegummontessori.wa.edu.au by 8.45am on the day of the absence or at least the day before the foreseeable absence. If the child is unaccounted for by 9.00am the school will contact the family to notify them of the absence. The Administration Office maintains a message book for recording verbal absence advice which is passed on to the Class teacher.

The first day of attendance following the absence a note is required explaining the absence which must be sent with the child and given to 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 the Principal will make contact with the family by telephone or post.

If after making thorough enquires 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.

Families of children that take extended leave of absence, for longer than three days, which is not due to illness are sent a letter reminding them that from pre-primary (5yrs old) school attendance is compulsory.

School attendance is compulsory for enrolled children during school hours.

Arrival Routine

School Hours
½ days: Arrive 8.30am finish 12.00pm
Full days: Arrive 8.30am finish 3.00pm

Office Hours
The School Officer is available to answer any administrative queries or concerns between the hours of 8.30am and 4pm Monday to Friday. An answering machine is available after these hours for messages and these will be checked regularly.

Junior Primary
We would appreciate your child arriving at the School at 8.30am prompt.

On your child’s first day the starting time is staggered to allow the 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 relevant teacher. Remember, all children are individuals and may handle separation in a variety of ways.

The separation is easier if your child walks to and from the classroom, helping your child develop independence.
Arrival Routine cont.

**Middle & Upper Primary**
Arrival time is 8.30am sharp
There are two “Kiss & Drop” parks (green kerbing) for Middle and Upper Primary children directly in front of the main gate on the west side.

**Arriving on time**
It is deemed to be 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. Late arrival means your child will miss setup and be out of sync for the rest of the day. The late arrivals also disrupt the rest of the children who have already settled.

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

**What to bring to school**
At the beginning of each year please provide:

- A large box of tissues
- Any other requirements will be advised by the individual teachers.

**Food for morning snack and lunch**
Blue Gum Montessori School recommends a health food lifestyle and supports a ‘No peanut’ environment.

Parents are asked to provide a nutritious snack and when the child stays all day a lunch as well. The food must be stored in a labelled lunch box.

Wholesome food such as sandwiches and pieces of fruit and vegetables is recommended.

Processed food, packaged food and snack food is not permissible. eg salted biscuits, packaged cheeses, chocolate, crisps, lollies, packet noodles. Food containing colourants and preservatives and high sugar content are to be limited e.g. packaged cheeses, cold meats, fruit yoghurts.

No peanut or peanut derivatives are to be brought to school. This includes muesli bars. These contain traces of peanuts and have high sugar content.

School cooking shall support these principles. It is recognised that there are foods for special occasions that have a high sugar content.

Other food restrictions may be introduced if deemed necessary for the well-being of children with life-threatening allergies.

Every day, each child needs to bring a LABELLED water bottle containing water only.

Children will take uneaten food home. This helps parents to determine how much and what their children are eating at school.

Children are not allowed to share food except at the birthday celebration. This protects the children who have allergies and allows parents to see what their child eats.

Birthday celebrations at school- the child may bring a platter of fruit or a platter of small cupcakes, lightly iced to share with his/her class. Parents should speak to the class teacher.
School bag
The school bag should be suitable to carry a lunch box and drink bottle. The bag should be easily managed by your child to accommodate extra clothes, raincoats, schoolwork etc. The children are required to carry and hang their own school bags on the pegs provided. PLEASE MAKE SURE THAT EVERYTHING IS LABELLED WITH YOUR CHILD’S NAME.

Walking into school and the classroom is an important step to developing independence and the child’s muscles.

Birthdays
Each child’s birthday is celebrated with a special ceremony. If the child would like to bring in a treat for 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.

If you plan to invite other children to a birthday party please place the invitations in the parent's pigeonhole. This makes it less obvious to those children who do not receive one.

As a parent you will be encouraged to create a ‘Time Line’ book for your child. Each page includes a photo and a short paragraph covering each year of your child’s life, with a new page added each year. This book will be shared with the class on your child’s birthday. For an example of a ‘Time Line’ book see your class teacher.

Clothing
As a Montessori School, Blue Gum does not expect the children to wear a school uniform each day to school.

It is encouraged that the uniform be worn on special occasions and excursion/incursion days as a minimum. This expectation is for two reasons. Firstly, on an excursion, from a safety and duty of care stance, the children are easily identified by their uniform. Secondly, children wearing the uniform represent the school to the public.

When the children reach around six years old they are going 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 an ice blue polo shirt, navy blue bush hat or legionnaire’s hat and a navy blue zip jacket for winter. All items have the school logo printed on them. The bottom half of clothing is the child’s choice. The uniform is ordered through the office at the beginning of each term for an expected delivery at the beginning of the following term. A stock of hats is kept in the office.

It is advised that when the 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 of the activities can be messy.

Please note that children should be able to use the bathroom independently before they start at school. In case of bathroom mishaps in the Junior Primary, please put a spare set of clothes in a plastic bag and leave it in your child’s bag.

Recommendation: let your child choose their own clothes to wear to school from a choice of three sets.
**Naming of Personal Belongings**
All personal items should be labelled in waterproof pen with your child’s name in lower case letters eg. Paul and not PAUL

**Hats**
The School has a “no hat, no play” policy. A hat should be kept in your child’s bag. The hat must shade the face, the tops of ears, neck – CAPS ARE NOT ACCEPTED. Junior Primary children may bring sunscreen to school for application before playtime. Middle & Upper Primary children may apply their own sunscreen at school.

The children must wear their hats to and from school. The sun is out all day, not just at playtime.

**Shoes**
The children do fitness nearly every day of the week and the children need to wear closed shoes for these activities. The school is located on the border of the Bibra Lake Wetlands and the setting is shared with snakes. Closed shoes are part of the safety for the child.

Shoes the child can put on themselves builds your child’s confidence. Laces are recommended around five years old.

**Change of Clothes/Toilet Trained**
Children must be toilet trained before entering Junior Primary at Blue Gum at 3 years old.

We ask that each child bring a change of clothes, clearly labelled with their name, in a plastic bag as we understand that there are times when the child may have a toilet accident.

If a child has continual toilet accidents the Teacher will arrange for the child to be picked up by a parent immediately.

The Principal will then arrange a meeting with the parents to review current arrangements to the child’s enrolment.

**School Immunisation Policy**
On enrolment of a child at the School, parents will provide the School with a copy of the child's immunisation records or alternatively an Immunisation Abstention Form if your child is not immunised. The School adheres to Department of Health recommendations requiring non-immunised children to be kept home in the event of a child at the school contracting an infectious disease that suggests quarantine according to the Health Department Guidelines. Please contact the office if there are any queries.
Children leaving school during school hours

Procedure
1. If the appointment, session or meeting has been pre-arranged, an email or phone call to enrolments from the parent(s)/guardian(s) stating the time and date the children will be absent from school is required. Contact the Enrolments Officer on 9417 4060 or enrolments@bluegummontessori.wa.edu.au.

2. The person with permission to collect the child/ren is required to sign out the child in the administration office prior to picking the child up from the classroom.

Children leaving school during school hours cont.

3. The administration office will inform the teacher by telephone that the person is on their way to collect the child.

4. 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 appointment in the morning the child will be recorded as late.

5. If the child is only going out for an appointment and returning to school that day, the parent/guardian is required to sign the child both out and back in at the administration office.

Outcome
Once a child has been delivered to the school for a day session, the school staffs are aware of the location of the child and who the child is with.

Health Procedures
1. If a child has had a fever, diarrhoea or been vomiting during the night, the child should not be brought to school.

2. If it is obvious that a child is unwell at school then a parent will be contacted and asked to collect the child as soon as possible.

3. The class teacher will contact the Enrolments Officer who will contact the parents. On arrival at school the parent will follow the procedure – Children leaving school during school hours (Safe School).

Medication/Allergies
If it is necessary for a child to take medication during school hours, drugs and instructions may be left with the 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 the child/teacher.

All medications with no exceptions must stay in the possession of an adult at all times i.e. parents to hand medications directly to the teacher in charge.
**Medication/Allergies**
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 the Class medical sheet.

All children must have an emergency contact and medical information form completed on enrolment. This form will be updated at least 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 will include a recent photograph and be reviewed 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.

**Parking**
Please park in marked bay areas in the on-site car park by entering via the west driveway and exiting the east driveway. Drive at walking pace at all times through the car park.

The two bays marked with green kerbing closest to the main school entry gate are designated for "Kiss and Drop". Children in the Middle and Upper Primary classes may be dropped from these bays with parents/carers watching that they enter the school grounds before leaving. DO NOT LEAVE YOUR VEHICLE WHEN PARKING IN THESE 2 BAYS.

**Parking and Road Safety Outside Of the School Gates:**
In the interests of the safety of the children, do not park in the "no parking" zone that is indicated on the map (below) by the dotted section. This includes the island between the entrance and exits.

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

Parallel parking on Hope Road is allowed, again no part of a vehicle may be on the footpath – this may incur an on the spot fine by Local Council Rangers.

Doing a U-turn on Hope Road is ill-advised. Proceed down Homestead Avenue and exit at the roundabout on Bibra Drive.

Remember to advise grandparents, carers, childcare who may drop off or pick up children on a casual basis of the parking arrangements. If you have any queries or concerns, call into the Office.

We greatly appreciate your co-operation in this matter.
The school will issue “Parking Reminder Tickets” where cars are parked in incorrect areas.

PARKING AT BLUE GUM MONTESSORI SCHOOL

<table>
<thead>
<tr>
<th>AREA</th>
<th>NUMBER OF CARS</th>
<th>PARKING ANGLE</th>
</tr>
</thead>
<tbody>
<tr>
<td>School Car Park</td>
<td>28 bays + 1 Disabled Bay</td>
<td>90 degree parking</td>
</tr>
<tr>
<td>School Vicinity WEST of car park</td>
<td>10 bays</td>
<td>Angle parking</td>
</tr>
<tr>
<td>School Vicinity EAST of entry</td>
<td>10 bays</td>
<td>Parallel parking</td>
</tr>
<tr>
<td>Meter Park Car Park</td>
<td>3 bays</td>
<td>90 degree parking</td>
</tr>
<tr>
<td>Meter Park Vicinity</td>
<td>50 bays (minimum)</td>
<td>90 degree parking</td>
</tr>
<tr>
<td>Baker Court</td>
<td>10 bays (minimum)</td>
<td>Parallel rear side</td>
</tr>
</tbody>
</table>

TOTAL PARKING BAYS 115 + 1 Disabled
Pick up

**Junior Primary**
Please plan to be at the School a few minutes before the session is over so that your child is reassured. For the half day children, pick up is 12 noon, for the full day children, 3:00pm from the southern verandahs.

**Middle Primary**
Pick up is 3.00pm from the southern verandas.

**Upper Primary**
Pick up is 3.00pm from Gunyah.

**Late Pick up**
In the event of a late pick up due to unforeseen circumstances, a student will be escorted to the Administration Office where he/she will wait until his/her parent/guardian arrives to collect him/her. Administration Office hours are 8.30am to 4.00pm daily. If pickup will be later than 4.00pm the parent/guardian of the student is required to make alternative arrangements for the pickup of the student and to inform the School Administration Office of the arrangements that have been made.

**Permission to Collect**
In the event that the parent and/or legal guardian is not collecting the child/ren and another adult has been asked to collect, the school must receive notification by email to enrolments@bluegummontessori.wa.edu.au or in writing addressed to the teacher concerned. The note must state the adult’s full name and relationship to child/ren and the dates of when the adult will be collecting.

**Excursions**
School excursions will be notified on the class notice boards/family pigeon holes and in the School Newsletters. Permission from both parents/guardians is required by signing the Excursion Permission Form. If your child has not had the permission signed they will be required to remain under supervision at school during the excursion.

**Christmas and Easter**
Cards may be given to other children by placement in pigeon holes, but the giving of lollies and chocolate gifts is not encouraged.

**Toys from home**
Please do not allow your child to bring toys from home. There are many interesting activities and materials available in the Classes. The children may bring anything natural that they may have collected or found themselves, flowers, rocks, shells etc, which may be of general interest for sharing. Books are also of interest to the other children.

**Student Hooks for Bags**
Each child has their own hook. Children are required to carry and hang their own bags on their hooks.

In the Junior Primary the hooks will be named with the children’s names and this will be one of their first ‘reading’ experiences.
Lost Property Box
Clothing that is marked is generally returned to the child immediately. All items that are not labelled are placed in the Lost Property Box located below the pigeon holes outside the Administration Office. The box is cleared at the end of each term. School uniforms are put into the second hand uniform box and the remainder goes to the Salvos.

Second Hand Uniforms
Second Hand Uniforms are available from the office for $5 per item. These monies will go to fundraising.
**Parent Involvement**

A child’s educational journey begins and continues at home. Parents are expected to continue reading or being read to/by their child every day.

Parents are strongly encouraged to involve their children in their lives, cooking, shopping, gardening, cleaning etc. The more parents do with their children the more reasons they have to learn to read and use numbers.

On the school front all parents are expected to contribute to the school in various school activities including busy bees, term jobs, attendance at the AGM and other duties.

**Busy Bees**

One member of each family is requested to complete ONE Busy Bee per term. The Busy Bee is held on the Saturday morning before the start of each term from 8am to 12noon.

New families are exempt from their first term Busy Bee but are invited to attend to meet other parents in a friendly working environment. Attendance at this busy bee does not provide a credit for next term.

Holding a Council position satisfies a family’s Busy Bee requirements.

Not attending a Busy Bee will result in a levy being charged. A sign in book will be provided on the day for all families attending. This is an official register of attendances for the Busy Bee.

**Term Jobs**

Each family at Blue Gum is asked to contribute a minimum of 2 hours per term to complete a term job selected from a list drawn up by the staff. If a job is not completed a levy will be charged. Term jobs provide an efficient and equitable way of sharing the workload and bring together the many skills and talents of our families.

Holding a non-council position as defined will satisfy the families’ classroom job requirement for the school terms they hold that position.
**School Communication**

Communication is via a variety of means depending on the nature of the communication.

**Parent Notice Board**
A parent notice board is situated outside each classroom and one is outside the Administration Office. The classroom board is usually classroom specific. The Administration Office board is for community notices.

**Pigeon holes**
Each family has a pigeonhole outside the Administration Office which is used for school communication to individual families, including the Blue Gum newsletter, receipts for fees etc and personal communications such as birthday invitations. It is most important that these are checked daily.
Notes for members of the School Council can be left in the relevant pigeonholes. The Chair of Council or Principal must first approve any other communications which are not from the School to the general school community. See the office first before distributing general notices.

**Notes in the child's bag**
These are usually invitations to school functions or a child specific letter for the parents.

**Communication book outside the classroom**
These are for daily communications with the teacher about pick ups or the child.

**Permission Forms and Excursion Information sheets**
Parental permission for outings e.g. going across to Meller Park.

**Newsletter**
A Newsletter is generated on alternate fortnights. The newsletter is sent by email, unless specifically requested otherwise. Please notify the office if you DO NOT wish to receive the newsletter electronically or don’t receive it, enrolments@bluegummontessori.wa.edu.au

**The Children**
Oral messages from the children.

**Montessori Literature**
To assist with your Montessori education the School has a small number of Montessori books. Please ask at the office.

**Class Handbook**
Each class has a handbook specific to each class. These books are handed out by the Class Liaison who is responsible for the families in that class.
School Life

Transition
Children who have turned four (4yrs), transition gradually to 4 full days a week. The process starts with two afternoons a week for one term, building up to 4 full days by the beginning of the next term. By the time a child is five years old they must be attending five full days a week. Refer transitioning (4 & 5 yrs old) Policy.

Observations in the Classroom
Parents are encouraged to observe their child in the classroom, once a 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 four weeks of term in Junior Primary as we wait for new children to settle.

Parents of new children will need to wait until their child’s second term to observe. 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 Contact Lists
In the interest of privacy, class lists for parents are voluntary. If you do not mind being contacted by other families in your child’s class, please fill in your privacy act and permission slip. The list will be copied and distributed to each class.

Parent Sessions
Parent 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 and to express any thoughts about the school’s functioning. Parents will be notified of these sessions through the Newsletter and 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 of each new family and those with children transitioning from Junior to Middle or Upper Primary during the year attends these sessions.

Community Days
The School holds one Community Day a term when Parents are invited to join their children in an activity either inside or outside the classroom. The dates are found on the school calendar (eg Harmony Day, Mums Tea, and Dads Night Out).

Assembly
An end of term assembly is held each term. The dates are found on the School calendar.

Reporting
Written reports on the children's activities are given in Term 2 and Term 4 of each year for children aged 4 and older.
Parent/Teacher Conversations
Parents are encouraged to attend formal consultations to discuss their child’s progress. Conversation times are posted on classroom notice boards.

The teachers are available to meet parents after school hours during the year. It is inappropriate to discuss matters with the 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 any concerns or requests to the teachers.

Each teacher has a school email address that can be found in the class handbook.

School Calendar
The school year dates are published in the Newsletter and Website and a term calendar is sent out in the first week of each term.
**Organisation**

**Ownership & Governance**
Blue Gum Montessori School is an Incorporated Association and parent governed school registered with the Department of Education Services. The School Council consists of parents elected according to the constitution. The business affairs of the school are the responsibility of the School Council.

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.

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. Parents are encouraged to become involved in running the school through a committee or team or by serving on the Council. Interested parents wanting to join council should contact the Chairperson.

The AGM is held no later than 30th April each year.

**School Council**

**Positions on Council:**

**Chair Person**
Chairs the School Council. The Chair Person represents the school, where appropriate, to the larger community.

**Deputy Chair**
Deputises for the Chair Person.

**Treasurer**
Sits on the Finance sub committee and communicates regularly with the Business Manager to receive and discuss monthly financial reports. Reports to and advises School Council of financial matters.

**Secretary**
Prepares the School Council Agendas and Minutes of School Council Meetings.

**Community Life Co-ordinator**
The Community Life Co-ordinator provides a liaison between the Council and the parent body.

**General Council Members**
Have a vital role in providing governance oversight for the school council decision-making.

**Principal – ex officio**
Employed by the School to provide leadership, management and support for the staff, particularly in educational aspects. The Principal is responsible for promoting the educational policies of the school and is also responsible for the day to day management and administration of the school. The Principal may also assume some teaching duties.
These positions are part of the school community:

Class Liaisons
A Class Liaison is nominated for each classroom (x7). The class liaisons welcome new families, liaise with the class teacher, organise regular social events eg. family picnics, coffee mornings, organise end of year function, organise / coordinate morning teas at Busy Bees, and if requested canvas for attendance at Working Bees.

House & Grounds Co-ordinator
Responsible for overseeing the busy bee each term to clean inside the school and to perform outside gardening and maintenance of the school prior to the commencement of each school term.

Administration

Role of School Administration positions:

Principal
Non-voting member of School Council responsible for the leadership and management of Blue Gum that consistent with Montessori values and practices and the schools mission, vision and philosophy values.

Business Manager
School executive officer responsible for all financial and reporting/Government liaison matters of the school under the direction of the Principal. Liaises closely with and supports the Principal with administrative matters.

Administration Officer
Employed by the school to perform a wide range of administrative tasks, including school fees and general accounts.

Enrolments Officer
Employed to attend to enrolments and associated accountability and support the Principal in Marketing and Public Relations.

School Officer
Employed by the school and is responsible for the front office, is the OH&S Officer and such as responsible for the safety and maintenance issues.
**Finances**

As with all private, independent schools, Blue Gum Montessori School has income from a number of sources.

The main income comes from the families of the school community. The Finance Committee, a sub committee of the School Council is charged with governing the financial affairs of the school and setting of the fees.

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 of the total number of school days in the year.

The fees will go up annually, in line with the Education Cost Price Index.

**Fees**

**Please Note**  All fees, discounts, bonds and levies are subject to change. Notification of the changes will be made via the newsletter and the website.

**Admission Fees**

**Application Fee**
Payable on application to the school (Non Refundable).

**Confirmation Fee**
Paid on acceptance of a place in the school within ten working days of the offer. This fee is non-refundable.

**Enrolment Bond**
Paid on acceptance of a place in the school, within ten working days of the offer. This fee is refundable on a full term’s notice of intention to leave (see Business Arrangements).

**Tuition Fees**
Payable at the commencement of each school term.

**Late Fee**
A late fee of $55 will apply to all fees not paid by the Friday of week two of the term.

**Busy Bee Levy**
Families not represented are levied $130 per term per family.

**Term Job Levy**
Families not undertaking a term job are levied $43 per term per family.

**Pre-funding Levy** (payable in advance)
There is no Commonwealth and State funding available for three (3) year old children and limited funding for four (4) year old children. Payments are made on the same terms as the Tuition fees.
Discounts

Sibling Discount
The rate of the Sibling Discount is recorded on the current business arrangements. Sibling Discounts are automatically deducted from the family invoice.

Prompt Payment Discount
The discount rate is tabled on the current year fee schedule.

Late Starts
When a new child commences after the end of the second week of a term, a pro rata Tuition Fee for that term will be charged. Any children who commence during the first two weeks of term will be charged full tuition fees.

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

Refund of Enrolment Bond
The Enrolment Bond will be refunded after the last date of attendance, provided a full term’s notice of a child leaving the school has been given in writing.

If a full term’s notice in writing is not given, the bond will be forfeited to the school.

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<th>Intended Withdrawal – at the end of:</th>
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<td>Term 1</td>
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<td>Notice required by</td>
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Payment of Accounts
The school will issue a Fee Statement before the start of each term and as required during term.
Fees may be paid by money order, cheque payable to “Blue Gum Montessori School” or direct account transfer to BSB 306-043 Account No: 4153530 (include child’s name as reference) or a direct debit arrangement.
For security reasons the payment of fees in cash cannot be accepted.

Financial Assistance
The school is registered with the Family Assistance Office. At the end of each term the school will issue a Children Benefit receipt to those parents requesting it.

Please contact the Business Manager immediately if you have difficulty in paying the fees by the due date. Information concerning Financial Assistance is available from the office.

Fundraising
The School has different fundraising activities throughout the school year. Refer to the Newsletter or Class Liaisons for details.
Grievances

In the case of an issue becoming a grievance, the following chart indicates the communication process.
Privacy Statement

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

a. Students and their parents/guardians before, during and after their time at the school e.g. forms, meetings, interviews, phone calls.

b. Members of staff, job applicants, volunteers e.g. references, resumes, police clearance for employment purposes, child protection.

c. Other people coming into contact with the school such as parents doing classroom observations, introduction evenings e.g. driver’s licence and other forms of ID address and phone numbers.

The purposes of keeping and using this information includes school administration and to be able to contact parents/guardians concerning their child’s educational, social and medical needs. The school will keep this information private and secure and will use all information held for the purpose for which it was provided.
Policies & Procedures
The Policies and Procedures have been endorsed by Blue Gum Montessori School Principal and Council.

Any parent or guardian may request a copy of these documents from the School Administration Officer.

Refer to the school website to view the Policies spread sheet.