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Bibra Lake. WA 6163
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Fax: (08) 9417 4758
Email: admin@bluegummontessori.wa.edu.au

Last Revised October 2009
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 the uniqueness of 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.
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 the school.

• The first aspect of your involvement is Commitment. Peruse the handbook to find the position that best fits your talents, time and energies and then make yourself available either as a School Council member or team member. Your attendance at the parent information evenings and subsequent support in the home environment will be the best way for your child to truly benefit from the effort extended by the staff.

• The second aspect of your involvement, Communication, cannot be emphasised enough. If ever a question or concern arises, do not hesitate to ask a teacher, the Principal or your Class Liaison, 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.

• The third aspect of your involvement is Supporting the Montessori philosophy in your interactions with your child.
School Routine & Procedures

Parking
Please park in marked bays and crushed limestone areas in the on-site car park by entering via the west driveway and exiting the east driveway.

Please drive at walking pace at all times through the car park.

Over flow parking is restricted to:
- Mellor Park car park bays (entry immediately opposite driveways)
- Street side parallel parking alongside the SCHOOL SIDE of Hope Road outside of the parking restrictions.

**NO PARKING IS ALLOWED ON THE MELLOR PARK SIDE OF HOPE ROAD, STREET OR VERGE**

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 please call into the Office. We greatly appreciate your cooperation in this matter.

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

Arrival Routine

Junior Primary
We would appreciate your child arriving at the School at 8.30am promptly; except for your child's first day, when 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.

Middle & Upper Primary

Arrival time is 8.30am sharp
There are two “Kiss & Drop” parks 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 or she arrives at School on time so that he or she has the opportunity to prepare himself/herself for the days activities.

Being punctual for school also gives your child the clear message that school is important.
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. There is no greater threat to a child’s mind than worrying that you may not be there. For the half day children, pick up is 12 noon, for the full day children, 3:00 p.m.

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

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 or she will wait until his or her parent/guardian arrives to collect him/her. Administration Office hours are 8.30 am to 4.00 pm daily. If pickup will be later than 4.00 pm the parent/guardian of the student is required to make alternative arrangements for the pickup of the student and to inform the Schools Administration Office of the arrangements that have been made.

Parking and Road Safety Outside Of the School Gates:

In the interests of the safety of the children, please do not park in the" no parking" zone that is indicated on the map (below) by the diagonal lines. This includes the island between the entrance and exits.

On Hope Road, to allow visibility for departing cars, there must be no parking between the electricity poles on either side of the parking entrance and exit.

Cars may not park on the Meller Park side of Hope Road because of the footpath. Doing a U-turn on Hope Road is ill-advised. Remember to advise Grandparents and/or carers of parking arrangements.
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
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 supports a healthy food policy so please do not send cakes, biscuits, chocolate or other high sugar content foods. Each child needs to bring a labelled water bottle every day.

Due to peanut allergies in some children, no peanut products should be brought to the school. This specifically includes muesli bars which may include traces of nuts. The school may notify you from time-to-time of other foods to not bring to the school.

School bag
Please provide a school bag that is 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.

Clothes
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, on an excursion or incursion, the 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 ‘rugby’ shirt and/or windcheater 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.
In case of accidents in the Junior Primary, please put a spare set of clothes in a plastic bag and leave it in your child’s bag. Please note that children should be toilet trained before they start at school.

**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. Junior Primary children may bring sunscreen to school for application before playtime. Middle & Upper Primary children may apply their own sunscreen at school.

**Shoes**

The children do fitness nearly every day of the week and the children need to wear closed shoes for these activities.

**School Immunisation Policy**

Upon enrolment of a child at the School parents will provide the School with a copy of the child's immunisation records or alternatively a form from their Doctor stating their objections to immunisation. You will be required to sign 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.

**Absences**

Please notify the school in the morning if your child will be absent for the day. In the event of a child contracting an infectious illness please notify the school and keep the child at home during the infectious period.

This can be done either by phoning the school and leaving a message or sending an email – admin@bluegummontessori.wa.edu.au. If your child is absent for more than 3 days a letter is required by the school either from the Doctor in the case of illness or yourself in other circumstances explaining the reason for the absence.
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 must stay within the possession of an adult at all times ie. parents to hand medications directly to the teacher in charge.

The medication must be supplied in a measured single dose clearly labelled with the child’s name, volume & type of medicine. (eg 5mls of Panadol for John Smith to be given at 12noon). 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 must 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 epi pen 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.

Excursions

Any school excursions will be notified on the class notice boards/family pigeon holes and in the School Newsletters. Permission from a parent/guardian is required by signing the relevant page in the Excursion Permission book located in or outside each classroom. If your child has not had permission signed they will be required to remain under supervision at school during the excursion.

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.

A child’s time line is begun as the child joins the school and a new page is added each year. Parent input is sought to make the books as personal as possible for each child.
Christmas and Easter

Cards may be given to other children by placement in pigeon holes, but the giving of lollies and chocolate gifts is discouraged.

Toys from home

Please do not allow your child to bring toys from home. There are many interesting activities and materials available in the room and toys can distract the children’s attention. 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 hand their own bags on their hooks.

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.

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.

Pigeonholes

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. Please 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 book**
For parental permission for outings and going across to Meller Park.

**Newsletter**
General communication about the school and the activities of the school

**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.

**Newsletter**
A school newsletter is put out once a fortnight. It is placed in the pigeon holes. Alternatively, a family can elect to have it sent by email. Please notify the Principal if you wish to receive the newsletter electronically – admin@bluegummontessori.wa.edu.au

**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 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 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 Information Nights

Parent information nights are held on a regular basis. These are intended to help parents understand what their children are undertaking at the school. The evenings 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.

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 to attend 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.

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.

Parent/Teacher Consultations

Parents are encouraged to attend formal consultations to discuss the biannual reports. Consultation 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.

**School Calendar**

The school year dates are published in the Newsletter and a term calendar send out in the first week of each term.

**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 eg driver’s licence and other forms of ID, address and phone numbers.

The purposes of keeping and using this information include 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.

Organisation

Ownership, Governance & Administration
Blue Gum Montessori School is an incorporation and parent governed school registered with the Department of Education. The administrative and business affairs of the school are the responsibility of the School Council, which consists of parents elected at the Annual General Meeting. Council meetings are held regularly and all parents are welcome to attend. To attend a meeting, it is necessary to notify the Chair at least 7 days before the meeting of the issue to be addressed to enable the agenda to be updated. The Council may then invite interested parents to attend the meeting. An invitee/parent may, with the consent of the Council, have speaking rights but no voting rights. Parents may attend a fifteen-minute question and answer session at the start of the meeting. If an issue cannot be resolved in that time, the item will be added to the agenda for future discussion. As Blue Gum is an incorporation and 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. Interested parents wanting to join should contact Chair.

The AGM is held annually no later than 30 April.

School Council

Role of School Council

Chair: Chairs the School Council and subject to their direction 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 Chair may delegate some or all of these duties to the Principal. The Chair represents the school where appropriate to the larger community.

Deputy Chair: Deputises for the Chair

Principal: Employed by the School to provide leadership, management and support for the staff, particularly in educational aspects. The Principal is a vital part of the Council and may also assume some teaching duties.
**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 School Council Agenda and Minutes of School Council Meetings. Assists Co-ordinator with correspondence.

**Parent Co-ordinator:** Is one of the Parent Representatives and is responsible for co-ordination of the Representative in their supporting role. The Parent Co-ordinator provides a liaison between the Council and the parent body.

**Parent Representatives:** Have a vital role in providing governance oversight for the school and in council decision-making as well as liaising between parents, class liaisons and the Council to increase communication and feedback.

**Role of Non-Council positions**
These positions are not part of the Parent Council.

**Class Liaisons:** A Class Liaison is nominated for each classroom (x7). A Parent Representative may also be a Liaison. 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 organising 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. Working bees are organised on an as-needs basis to undertake specific tasks. The House and Grounds Co-ordinator works closely with the Planning and Special Projects Officer.

**Parent Involvement**
All parents are expected to participate in various school activities including working busy bees and other duties.

**Busy Bees**
Each family is requested to complete three busy bees per year (minimum 4 hours). This is usually held on the Saturday before the start of term. New families are exempt from the first busy bee but are invited to attend with their families to meet other parents in a friendly working environment. Attendance at this busy bee does not provide a credit for next term. Not attending a Busy Bee will result in a levy being charged and payable with the term fees. This
money is used to pay a handyman for essential jobs not completed at the Busy Bee.

In addition to the Busy Bee an additional working bee may be required each term to complete one large project, e.g. dismantle and erection of a new shed, construction of sections of the adventure playground.

**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 taken 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 council or non-council position as defined will satisfy the families classroom job requirement for the school terms they hold that position.

**Administration**

**Role of School Administration**

**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 provide an important liaison role as well as performing a wide range of administrative tasks including school fees and general accounts.

**School Registrar:** Employed by the school on a full time basis and is responsible for handling enquiries and distributing information relating to applications and enrolments of children at the School.

**Planning and Special Projects Officer:** Employed by the school on a part time basis to coordinate and oversee the school’s planning and development. May undertake special projects as delegated by Parent Council.

**Office Hours**

The School Administrator and/or Enrolment Officer are available to answer any administrative queries or concerns between the hours of 8.15 a.m. and 3.14 p.m. on Monday to Friday. An answering machine is available after these hours for messages and these will be checked regularly.
Finances

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

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% + annual attendance by the student.

The remainder of 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.

FEES

Admission Fees:

Application Fee: payable on application to the school.

Confirmation Fee is paid on acceptance of a place in the school within seven days of the offer. This fee is non refundable.

Enrolment Bond is payable before the beginning of the first term of the child’s entry into the school and is refundable on a full term’s notice of intention to leave.

Tuition Fees are payable by Friday of week two of the scheduled term. The fee rate is determined on the child’s age at the commencement of each term.

Late Fee
A late fee of 5% of invoice total will apply to all fees not paid by the Friday of week two of the term.

Busy Bee Levy
Families not represented are levied $120 for the term.

Term Job Levy
Families not undertaking a term job are levied $40 per term per family.

Capital Levy
A Capital Levy for three year olds and four year olds is charged. This recognises that no State or Federal Funding is received by the School for the younger children.

DISCOUNTS

Sibling Discount
The rate of the Sibling Discount is recorded on the current year fee schedule. Sibling Discounts are automatically deducted from the family invoice.
Prompt Payment Discount
The discount rate is tabled on the current year fee schedule. Discount is given if fees are paid by the first day of term.

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
Parents may choose to have the Enrolment Bond credited against the last term’s fees provided a full term’s notice of a child leaving the school has been given in writing or to have it paid out separately.

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

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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: 415353-0 (include child’s name as reference)
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.
The following 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.

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