

BLUE GUM MONTESSORI SCHOOL

FAMILY HANDBOOK 2019

A Montessori Education is a scientific approach to learning that benefits the inner working of the brain and develop executive functioning skills.



BLUE GUM
Montessori School

CONTENTS

Principal's Welcome	5	Late pick up after Before and After School Clubs.....	24
Values for Australian Schooling ..	6	Emergencies and evacuations	24
Mission, Vision & Philosophy Statements	7	Excursions	24
Our Values	8	Cultural Celebrations.....	25
Curriculum and Student Learning.....	9	Toys from home	25
Introduction	10	Student bag hooks.....	25
School Routine and Procedures ...	11	Lost property.....	25
Absences	11	Second hand uniforms.....	25
School hours	11	Toileting	25
Administration hours	11	Parent Involvement	26
Junior Primary.....	12	Parent Term Jobs.....	26
Recommendations.....	12	School Communication.....	26
Middle and Upper primary.....	13	Newsletter.....	26
Arriving on time.....	13	Parent information evening	26
What to bring to school.....	13	Parent notice boards.....	26
Food for morning snack and lunch (brain food)	13	Non-school / educational notices.....	27
School bag	14	School Facebook Page.....	27
Birthdays and celebrations	15	School App	27
Clothing.....	15	ePortfolio (Transparent Classroom)	27
Naming of personal belongings	16	Parent Information Sessions.....	27
Hats	16	Permission forms and excursion information	27
Sunscreen.....	17	Custody and Court Orders	27
Shoes.....	17	Student welfare and mandatory reporting... ..	28
Children leaving school during school hours	18	Montessori literature	28
School Immunisation.....	19	You have a query or question?.....	28
Medication Allergies	19	Non-education.....	28
Mandatory Reporting.....	20	Education.....	28
School Nurse.....	21	Feedback	28
School Psychologist.....	21	School Life	29
Parking.....	21	Transition to Junior Primary	29
Onsite parking	21	Observations in the classroom.....	29
Park in the marked bays	21	Class parent contact lists & Parent Community Group (PCG)	29
Offsite parking.....	22	Parent information sessions	29
Traffic Warden/School Crossing.....	22	Orientation sessions	29
Parking map	23	Assembly	29
Pick up.....	24	Reporting.....	30
Junior Primary.....	24	Parent/Teacher conversations.....	30
Middle Primary.....	24	School calendar	30
Upper Primary	24	Homework.....	30
Late pick up after school.....	24	Organisation	31
		Ownership and Governance	31
		School Board.....	31

CONTENTS

Role of School administration positions	32	Privacy Statement.....	35
Business Arrangements and Fee Schedule 2019.....	32	Schedule of Fees and Charges 2019.....	36
Terms and Conditions	32	Class Liaisons.....	38
Fee Basis.....	33	Policies & Procedures.....	38
Types of Fees	33	Grievances.....	38
Payment Methods.....	33	Grievance Flow Chart	39
Payment Frequencies.....	34	Staff names, positions and contact details	40
Late, Unpaid or Dishonour Fees.....	34	Administration.....	40
Financial Assistance.....	34	Learning Differences	40
Absence from School.....	34	Junior Primary.....	41
Notice of Withdrawal of a Student	35	Middle Primary.....	42
Attendance.....	35	Upper Primary.....	42
Insurance.....	35	BGMS Out of School Hours Clubs {OSH}...	42
Donation to building Fund.....	35	Specialists.....	42
Parents Community Group (PCG).....	35		



PRINCIPAL'S WELCOME



Welcome to Blue Gum Montessori School.

Our Mission is to provide an excellent Montessori Education that enables the development of every child to reach their full potential and enrich the lives of the staff and the community.

The School implements the Montessori Method of Education to encourage the development of confident, 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.

It is a privilege to be part of our Montessori School. The BGMS team is committed to working in partnership with your family to achieve the very best for your child.

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

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

With best wishes,

Dr Maree Matthews
Principal

The School was recently assessed according to the Montessori charter as part of a rigorous quality assurance process. We are pleased to confirm the school received the Montessori rating of 4.5/5.



Dr Maria Montessori

“Montessori education dates back to 1907 when Dr Maria Montessori opened the Case 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 and 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 civil life and 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

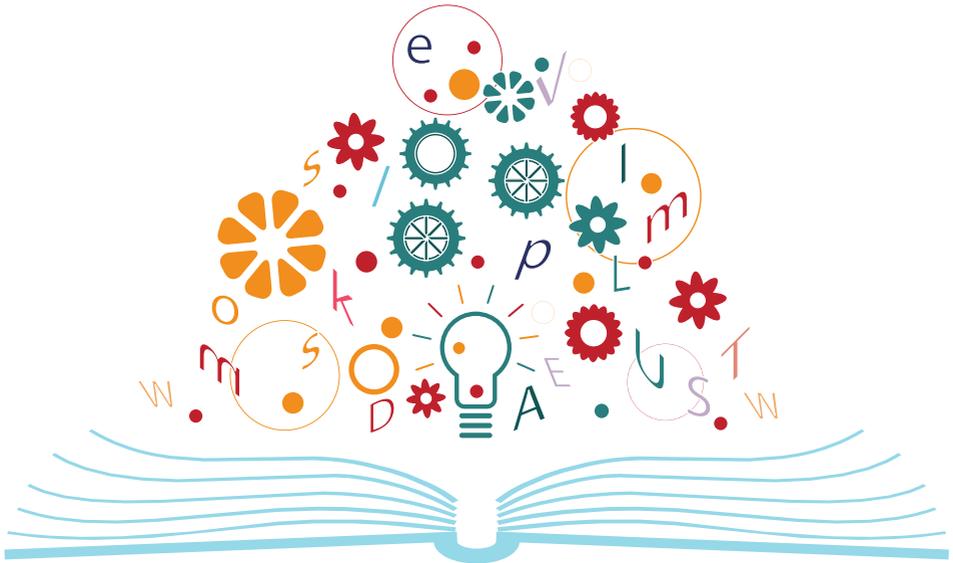


School Mission

To provide an excellent Montessori Education that enables the development of every child to reach their full potential.

School Vision

To be a leading Independent School that develops 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/carers and professional staff.



OUR VALUES

At BGMS we value:

Educational Excellence

We aim to provide an excellent Montessori education. We support the students' individuality and natural phases of development so as to enable every child to fulfil their potential.

Health and Safety

We seek to ensure a safe and healthy learning environment for our students. The wellbeing of the children, staff and all members of our school community is always a priority.

Self-Awareness

We promote personal growth and understanding. We encourage the pursuit of individual interests and consider the impact we have on others.

Diversity and Inclusion

We learn about participation and a sense of belonging. We strive to understand and care about others and contribute positively to our school and our broader community.

The Environment

We learn about and appreciate the universe, nature and the connections between living things. We are aware of our impact on, and seek to care for our natural surroundings.



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 internationally recognised syllabus which, in many areas, is more rigorous than a traditional one in its application. 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 Junior Primary, Middle Primary and Upper Primary in Visual Arts, Physical Education, Performing Arts, Chinese, French, Digital Technology and Positive Education. Aboriginal Bush School is a key part of our incursions, excursions and school camps.

All the cycles have the service of a Learning Differences Teacher to work with children with learning differences and who require extension or extra support.

The School also has a Protective Behaviours Curriculum which is implemented as part of the day-to-day curriculum. Keeping our children safe is a priority.

Reference to the Legislation: The School Education Act 1999 (Part 4 – Non-Government Schools).

Important Ongoing Checklist

Health Alerts/Reminders for your child if required.

1. Has your child got an updated Asthma Plan? Also, an in-date nebuliser at school?
2. Has your child got an Anaphylaxis Plan? Also, an in-date EpiPen at school?
3. Has your child got any Allergies? Also, an up to date allergy plan?
4. A specific health plan signed off by a medical Doctor is required, to ensure staff follow the necessary procedures to optimise our duty of care. Failure to provide the authorised plans may result in a child being unable to attend school. The BGMS team need to be able to know how to best assist your child's overall health and wellbeing.

Please note, as parents it is your responsibility to ensure these documented plans and resources are available and in date at school for your child's teachers.



WELCOME TO BGMS!

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 that each parent feels 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 future School Board member or as a member of the PCG. As part of the School community, your attendance and involvement in the School is invaluable as an example of commitment to your child and to the culture of the School
- The third aspect of your involvement, Communication, which cannot be emphasised enough. If ever a question or concern arises, do not hesitate to ask Administration, a teacher, Learning Differences Teacher, School Co-ordinator or the Principal no matter how trivial you think the matter may be. Your Class Liaison is available for non-educational queries. It is extremely important that this chain of command is followed and respected.

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 Administration), or contact the School or Principal.

Appointments can be made with the Principal via the Principal's Executive Assistant. When making the appointment please state the issue to be discussed to enable the Principal to address your feedback.



SCHOOL ROUTINE AND 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). The School Absentee Line will be available for you to leave a message.
- 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.
- Via our school app.

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 is required explaining the absence to the class teacher.

The School Registrar records the type of absence in the database and stores the absentee note or medical certificate on the child's education record.

If a child is absent for two consecutive days without an 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 or time away from the School, the matter will be referred to 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 an email/letter to be provided to the Registrar explaining the absence from school (fees are to be paid during the absence).

School hours

Half days (Pre-Kindy): commence at 8:30am and end by 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 Extend-Ed class (fees apply). Parents will be notified to collect their child promptly unless booked into Extend-Ed.

Full days (Kindy – Year 6): commence at 8:30am and end at 3:00pm. Kindy children attend four days and Pre-Primary to Year 6 attend 5 days. Any student not collected by 3:15pm will be taken to After School Club (fees apply).

Administration hours

The School Administration/Reception staff are available to answer any administrative queries or concerns between the hours of 8:15am and 4:00pm Monday to Friday. An answering machine is available outside of these hours for messages and these will be checked regularly. School entry is via the front gate. The rear gate is used for Before and After School Clubs.



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 front gate opens 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). Children should not be left unsupervised on school grounds before 8:15am.

On your child's first day and through the first month of school, 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 with your child and choose what to put in the box. Prepare the food together. Help your child practice 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 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 will be taken to the Breakfast Club (fees apply).

All students are to be collected from their classroom at 3:00pm when the teacher will release the children to a parent/guardian. Any child not picked up by 3:15pm will be taken to OSCH (fees apply).

There are "Kiss and 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 3:00pm 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. If you are running late, please ensure you sign in at reception.

What to bring to school

Your child/children will need to bring a school bag with a hat, full water bottle (water only), healthy lunch box with snacks and lunch. 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 (available on Transparent Classroom) 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, it is discouraged for children to bring peanut products to school. An Allergy Aware Policy is available on Transparent Classroom. 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.



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 approximately 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'."
Dr 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/kitchen/galleries/lunch-box-ideas> 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. Packaged snacks will not be given by the Teacher and are strongly discouraged unless they are healthy.

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. All birthday party invitations need to be sent to the entire class or via email/post. Should you wish the school to post the invitations please provide the stamped envelopes for posting. Please do not take it personally if your child is not invited to every party. Children should not be confronted by adults and asked why they didn't invite their child.

Recommendations about a Montessori '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 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 compulsory for school excursions and photographs.** For special public events and school photo days the School uniform is to be worn. This is 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. Uniforms are generally kept in stock and placing orders is not necessary.

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 skirt and a navy and blue checked dress. Our navy blue brimmed and legionnaire's hats, and a navy-blue zip jacket for winter, wet weather jacket, water bottle and sunglasses 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.



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.

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

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 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 polo shirt for all 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. Harriet and not HARRIET. This assists your child to recognise letters they will be learning to write.

At the end of each term, any lost property will be donated to a charity.

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 verandah's, in the playground and visiting other classes every day of the week. All students are to wear fully closed in shoes to school for protection. Children wearing uncovered shoes are not protected from bites or injuries to their feet. The School is located on the border of the Beelihar Wetlands and the setting can have the occasional snake visitor.

Recommendations

- Find shoes your child can put on by themselves; this builds their confidence.
- Practice 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 adequate duty of 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 and taken ill. Please state the reason and not just appointment. Absences have to be legally recorded.

Procedure

- If a commitment etc has been pre-arranged, an email to registrar@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 a commitment in the morning the child will be recorded as late.
- If the child is leaving school due to a commitment and returning afterward, the parent/guardian is required to sign the child out, and back in, at Administration.

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 advised by staff to take your child home, please respect their advice and understand it is to protect cross-infection.
- 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. If parents are unavailable the next contact person listed will be called.
- The class teacher will contact the School Registrar via Administration 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

On enrolment of a child at the School, parents are required by law to provide a copy of the child's immunisation records. This policy is also subject to government conditions for funding which may impact your child's enrolment. In the event the school is registered for the child care cash subsidy, please be aware if your child is not immunized you will be ineligible for the subsidy.

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 and Allergies

If it is necessary for your child to take medication during school hours, drugs and instructions must be left at Administration. They 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 if they have any concerns.

Without exception, all medications must stay in the possession of an adult at all times i.e. parents to hand medications directly to Administration with clear written instructions and signature for permission to administer.

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. Any infectious diseases will require a medical clearance before the child can return to school.

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



Please note staff will make every effort to administer medication throughout the school day. Please respect the staff are not Doctors or nurses.

Mandatory Reporting

If a child discloses sexual abuse, it is imperative to follow the protocol of Mandatory Reporting to ensure the safety of the child. When a child or young person discloses to you it is important to believe him or her and reassure them that telling was the right thing to do. It is important to remember that while it is your role to be a supportive listener, it is not your role to question the child or investigate his or her claims.

What to do during the disclosure:

- Give the child or young person your full attention.
- Maintain a calm appearance.
- Reassure the child or young person it is right to tell.
- Let them take their time.
- Don't make promises you can't keep.
- Do not interrogate or interview the child.
- Tell the child or young person what you plan to do next.
- Do not confront the perpetrator.
- Do not ask the child to repeat their disclosure. Just listen.

Your role:

To report a belief and not investigate or find 'proof'. Why not investigate?

Specialist child interviewers from the Department of Communities - Child Protection and Family Support and the Western Australia Police will conduct any necessary interviews with a child. It is important that the Mandatory Reporter does not interview the child to obtain information for several reasons:

1. We know that the child will have to re-live their experience once already with the interviewers and we do not want to increase their distress.
2. We know that the interviewers are specifically trained to ask questions in such a way that will elicit information while causing minimum distress.
3. Information deemed to be gathered from what could be seen as 'leading' questions may later hinder a CPFS investigation or a future court case.

The Mandatory Reporting Service role:

When you have submitted a report, the Mandatory Reporting Service will undertake an



initial assessment regarding possible sexual abuse of a child. The assessment process could include reviewing, collating and evaluating information from existing sources, and contacting other professionals who may be working with the child. The assessment process may result in a decision to investigate. An investigation may include workers from the Department of Communities - Child Protection and Family Support and/or the Western Australia Police speaking with the child and the child's family or carers.

The Mandatory Reporting Service may contact you to ask further clarifying questions and request that you speak to parents or others in regards to any concerns raised.

School Nurse

Blue Gum Montessori School does not have a resident School Nurse on the premises. 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.

School Psychologist

Childhood and Adolescence can be a difficult and challenging time for some students.

Fortunately, school support staff are in a position to help students deal with these challenges by linking them to specialist staff on school grounds.

Our Psychologist services are available to students and their families at no cost under the GP Mental Health Plan. This will entitle the student/family member to a maximum of 10 session per year with the psychologist.

Please see Administration for further information and onPsych information pack.

Parking

Blue Gum Montessori School is fortunate to have access to 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 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 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.

The City of Cockburn Community Ranger or Police may fine those not following the correct parking procedures, for example parking in a "no standing zone".



Please do not park in the Disabled car park without a disability permit or any reserved car park space. Temporary parking during works to the school will be communicated.

Subject to review by City of Cockburn. Parents will be notified if changes occur during the academic year.

Offsite parking

Subject to review by City of Cockburn. Parents will be notified if changes occur during the academic year.

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 and especially near to pedestrian crossing. 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 Administration.
- Take every opportunity to model safe traffic behaviour to all the children in the School.
- Please supervise your children at all times during drop off and pick-up from school.

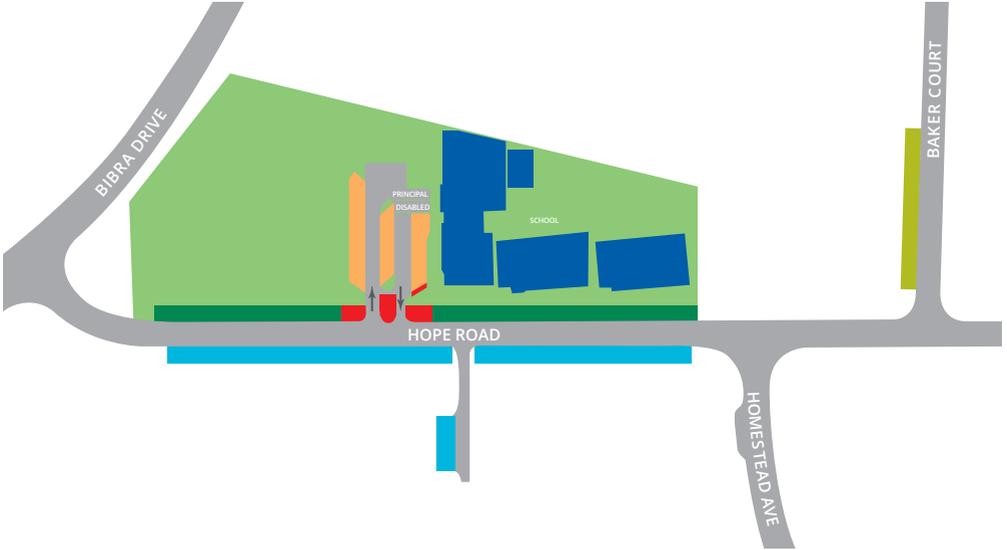
We greatly appreciate your cooperation in this matter.

The School may issue "No Parking" reminders when cars are parked in incorrect areas.

Traffic Warden/School Crossing

Our traffic warden will be available to assist you and your child(ren) to cross the road. The warden will be available during peak times, upon drop off in the morning and in the afternoon at 3pm.

Parking at Blue Gum Montessori School



Area	Number of Cars	Parking Angle
 School Car Park	19 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 109 + 1 Disabled



Parking at Blue Gum Montessori School

Pick Up

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 at the very latest.

For students attending full days, pick up is at 3pm.

Parents/guardians are requested to wait quietly outside the front entrance of the classroom 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 3.15pm 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 4pm daily.

Late pick up after Before and After School Clubs

For security reasons, all Before and After School Clubs and Extra Curricular Clubs 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 After School Club 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. Late pick up will not be tolerated.

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, 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.



Cultural Celebrations

Cards should be posted or handed out directly. 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 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 outside Administration. 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 PCG uniform shop when available. Money from their sale will go toward community events. Should you wish to donate pre-loved clothing, please leave at Administration.

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 and/or referral to a toileting specialist.

"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/toiletraining.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 libraries 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.

Parent Term Jobs

Please ensure you do your term job as 'Many hands make light work'. A list of **term jobs** is compiled by the class teachers and advertised by Administration each term. If you forget to do your term job, Administration will follow up with you. Involvement in school life is highly valued.

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. Please follow school policy and procedures.

Newsletter

A newsletter is generated fortnightly, emailed to all current parents and added to the School app. Please notify the Administration office if you do not wish to receive the newsletter via email.

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

An electronic communication board is located outside Administration. This board communicates important events with the school.

A community notice board is situated on the wall outside each classroom. The classroom notice board is usually classroom specific. The parent notice board is for school and community notices. A further board is outside the children's toilet block.



Non-school / educational notices

Families of the School may post non-commercial notices with approval from the Principal.

School Facebook Group

There is a closed group available to all current parents of Blue Gum Montessori School. This will be the official line of communication for events taking place within the School. Our Facebook group is called “Blue Gum Montessori School - Communication”

School App

The School has a secure app available to parents/guardians of the School. The App provides news and updates, including information about the happenings within the School. You can also access the School Calendars here.

ePortfolio (Transparent Classroom)

The school has a Montessori ePortfolio and curriculum platform.

It will assist us in communicating the curriculum in real time and provide transparency on what we do and why we do it. We look forward to capturing and sharing your child's Montessori learning. All parents are required to register the family to provide access. Academic reports are published on Transparent Classroom twice a year.

Parent Information Sessions

Parent Information Sessions are held termly. All parents are welcome to attend.

Permission forms and excursion information

Parental permission for outings, e.g. excursions will be given to parents.

Notes are all electronic with the exception of professional photography.

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 unless subpoenaed to provide documents (at a fee) or to attend court hearings.

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. Parents are responsible for signing a separated parents form to notify the School.

Please see Administration for a copy of the Schools' “Communicating with Separated Parents Policy and Separated Parents Policy” and agreement for all separated parents to sign.



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 in the Library. Books are borrowed on an honour system at no cost to parents. Parents may wish to donate a book to our library.

Do you have a query or question?

Is it about education or non-education?

Non-education

- 1st stop This handbook, class handbook, parent orientation session, coffee and chat, class notice board, school notice board, school website, newsletter, electronic board.
- 2nd stop Class Liaison or School Administrator.
- 3rd stop Class Teacher.
- 4th stop School Co-ordinator or Principal (Please be reminded that Board members should not be approached to resolve operational issues as they work in governance).

Gossiping with other parents only escalates the issue and is to be avoided. We appreciate your assistance in this matter.

Education

- 1st stop Class Teacher.
- 2nd stop Learning Differences Teacher and School Co-ordinator.
- 3rd stop School Principal.

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. Respectful communications are expected, and parents are reminded to follow the code of conduct (available on Transparent Classroom).

Feedback

We take your feedback seriously. Feedback forms are available on our website, outside each classroom and via Administration. The feedback box is in Administration.



SCHOOL LIFE

Transition to Junior Primary

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 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 Administration, 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 due to children making transition to school.

Class parent contact lists & Parent Community Group (PCG)

In the interests of privacy, having your contact details on a class parent contact list is voluntary. Please advise the School Registrar 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. Your permission is required to have your contact details on the communication tree in the event of an emergency. PCG is a group of community minded parents who meet to support the community gatherings and initiatives throughout the school year.

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 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 in Transparent Classroom.



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 your 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, on our website, app and on Transparent Classroom ePortfolio. A confirmed term calendar is sent out and available to all parents and on the School app.

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 governed school registered with the Department of Education Services (DES). The School Board consists of volunteer parents, and external representation 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 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 each year and parents will receive notification via email.

School Board

Works in governance and delegates all school operations to the Principal.

Positions on the Board:

Chair Person

Chairs the School Board.

Vice Chair

Deputises for the Chair of the Board.

Treasurer

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

Secretary

As delegated, prepares the School Board agendas and minutes of Board Governance meetings.



Community Life Engagement Coordinator

The Community Life Engagement Coordinator provides an update on PCG 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 and Delegate as invited

The Board delegates all day-to-day operational issues to the Principal. 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 the Principal.

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 Schools mission, vision and philosophy values.

Business Manager

School executive member responsible for all business reporting and Government matters of the School.

Human Resources and Operations Manager

School executive member responsible for human relations, communications and administrative issues.

Finance Administrators

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

School Registrar/EA to the Principal

Employed to attend to enrolments and associated accountability, and support the Principal as Executive Assistant.

School Administrators

Responsible for front office administration.



Business Arrangements and Fee Schedule 2019

Terms and Conditions

The Terms and Conditions set out in the prospectus, the application form for admission and all associated papers, information sheets and handbooks may be amended from time to time by the Board. Provisions subject to any such amendment shall continue to apply during the whole period that a student continues to attend the School. Full details of the Terms and Conditions under which enrolments are accepted are described in the Enrolment Contract.

Fee Basis

Fees are per child, payable in advance for the year and non-refundable unless otherwise approved.

Types of Fees

Application Fees

The application fee covers administrative costs and is non-refundable. Payment of the application fee does not guarantee enrolment.

Enrolment Fees

As per 2019 Fee Schedule.

Tuition and other fees

Tuition fees are non-refundable.

The amenities levy covers additional costs associated with your child's education and includes books, equipment, camps, incursions and excursions, families will not be invoiced for additional items during the school year.

When a child commences after the first day of term, full term fees will be charged.

Most fees and charges are GST free, however, the school reserves the right to charge any GST that may be applicable.

Payment Methods

Blue Gum Montessori School uses the Ezidebit facility.

Payment frequencies offered as under. Based on your choice of frequency, the school will deduct the appropriate amounts.

- Annual
- Bi-annual
- Quarterly
- Monthly
- Fortnightly

A surcharge of 1.5% applies on fees paid by credit card.



Payment Frequencies

Families have several options for payment of school fees.

Frequency	Due on or before School Terms	Discount where applicable
Annual	Friday before Term 1 commences	2.5% off all Tuition Fees
Bi-annual	Friday before Terms 1 and 3 commences	1.25% off all Tuition Fees
Termly	Friday before the commencement of School Terms 1,2,3 and 4	N/A
Monthly	12 equal payments debited on the 15th day of each month	N/A
Fortnightly	23 equal payments commencing the Friday before term in January and ceasing on the last Friday in November	N/A

Families are requested to indicate their preferred payment frequency by completing and returning the Ezidebit form provided with the Business Arrangements and Fee Schedule 2019. Families may also arrange an individual payment plan in consultation with the Finance Administrator/Business Manager.

Late, Unpaid or Dishonour Fees

The School reserves the right to apply a late payment fee of \$55 (includes GST) to accounts not paid within 14 days of the due date unless prior arrangement has been made. An amount of \$20 will be charged for dishonour direct debit/Ezidebit fees.

No student may commence a new school term unless outstanding fees have been paid in full, or a prior arrangement made. The School reserves the right to take legal action for the recovery of any fees outstanding. Any expenses, costs or disbursements incurred by the School in recovering outstanding fees including debt collection agency fees and solicitor costs, shall be recoverable by the School.

The School also reserves the right to give notice to Parents/Guardians for the withdrawal of a student from the School if the Parent or Guardian fails to make adequate arrangement for payment of any amount outstanding as determined by the school

The School recognises families experience hardship from time to time. Every effort will be made to support families during stressful times. The School expects all members of its community engage in respectful and confidential dialogue always.

Financial Assistance

Families whose financial circumstances change during the year, and who cannot keep up with the Ezidebit deductions should contact the School Finance Administrator to discuss alternative arrangements for payment.

Absence from School

No reduction of Tuition Fees or Amenities Levy will be made because of absence from the School as costs incurred in operating the School are not lessened by the absence of individual students.



Notice of Withdrawal of a Student

Notice of withdrawal of a student must be given in writing to the Principal and School Registrar. A full term's notice must be given e.g. if the student is leaving at the end of term 4, notice must be given on or before the last day of term 3. Failure to do so will incur an additional terms fee per child.

Attendance

School attendance is compulsory for children of Pre-Primary age and above. Prompt and regular attendance is encouraged for children starting at the age of three (3) to help them develop a positive attitude towards school attendance.

The School does not usually grant leave for holidays during term time. Leave for exceptional circumstances during term time, may be obtained by letter to the Principal.

If leave of absence is granted and taken the School will require full payment of each term's fees due for the period of absence and paid prior to departure, to enable the School to hold the student's place.

Insurance

Personal accident insurance is provided for all students during school hours and on school activities e.g. excursions. Details are available from Administration. The school does not accept responsibility for damage to personal effects and property damage incurred by students, parents may be billed for any significant damage caused by their child.

Donation to Building Fund

Families are invited to donate to the Blue Gum Montessori School Building Fund to assist with future capital development, alternatively families entitled to a refund of the Enrolment Bond, may choose to nominate to donate to the Building Fund. Donations to the fund are tax deductible. Please contact the Finance Administrator or Business Manager for further information.

Parents Community Group (PCG)

The Parents Community Group operates under the auspices of the School Board and is about building community engagement. The Parent Community Group hold various activities through the school year. Please refer to the newsletter, Administration or Class Liaisons for details.

Privacy Statement

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

- Students and their parents or guardian before, during and after their time at the school e.g. Forms, meeting, interviews and phone calls.
- Other people meeting the school such as parents meeting Principal, parents attending classroom observations, information evenings, Driver's license and other forms of ID, address and phone numbers are kept confidential.

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 the parent's responsibility to provide and maintain contact information. The school will keep this information private and secure and will use all information held for the purpose it was provided.

SCHEDULE OF FEES AND CHARGES 2019

Application Fees

Application Fee	\$250.00
Sibling of a child currently enrolled at BGMS	\$50.00
Family application fee (two or more children applying simultaneously)	\$300.00

Enrolment Fee (not applicable to Playgroup)

Non-refundable Enrolment Fee (includes confirmation and acceptance)	\$2,005 – First Child	The Enrolment Fee is payable within ten (10) working days from offer. Current families, as at Sept 2018, who have enrolled under the “refundable bond” category will continue to have this facility when enrolling siblings.
	\$1,500 – Second Child	
	\$1,000 – Third and subsequent child	

2019 Tuition and other term fees are non-refundable and payable ad follows:

	Junior Primary			Middle Primary	Upper Primary
	Pre-Kindergarten	Kindergarten	Pre-Primary	Years 1-3	Years 4-6
Tuition Fee per Annum	\$10,950.00	\$9,815.00	\$8,235.00	\$8,235	\$8,235
Tuition Fee per Term	\$2,737.50	\$2,453.75	\$2,058.75	\$2,058.75	\$2,058.75
Amenities Levy	\$320.00	\$320.00	\$320.00	\$530.00	\$530.00
Total Fee Payable	\$11,270.00	\$10,135.00	\$8,555.00	\$8,765.00	\$8,765.00



Determining which Junior Primary fee applies in 2019

Note: Fees charged at the beginning of the year remain for the year and do not change with the child's birthday or class change.

Pre-Kindy fees are applied to a child born after 1 July 2015, children may commence at the school once they have attained 3 years of age.

Kindy fees are applied to all children born between 1 July 2014 and 30 June 2015

Pre-Primary fees apply to all children born between 1 July 2013 and 30 June 2014.

Levy

The amenities levy covers all the additional costs associated with your child's education not associated with tuition e.g. books, equipment, camps, swimming, incursions and excursions.

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 the Tuition Fee. The third and subsequent children will be entitled to a 30% discount on the Tuition Fee.

Infant and Toddler Community (Playgroup)

Infant and Toddler Community (Playgroup Monday and Friday Morning)	Paid Term Fee in Advance
	\$150.00

Extend Ed

Extend Ed (Monday – Thursday Afternoon)	Daily Fee
	\$32.00

Before and After School Club

Breakfast Club	Daily Fee
	\$12.00

After School Club	Daily Fee
	\$30.00

Payment method: All fees and charges will be direct debited through Ezidebit according to the frequency you choose on the Ezidebit form.



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. The class liaisons with school Administration regularly.

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 on Transparent Classroom. Please note that policies are 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.

All communication are to remain in the respectful space. No undue bullying or harassment is acceptable.

Grievance Flow Chart

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.

- MATTERS REGARDING**
- Your child
 - Educational issues
 - Staff members
 - Other children
 - School policies

- MATTERS REGARDING**
- School fees
 - Accounts
 - Invoices
 - Business arrangements
 - Business staff

- MATTER REGARDING**
- Governance
 - Governance Policies and Procedures

CLASS TEACHER

FINANCE ADMINISTRATION

MEMBER OF THE BOARD

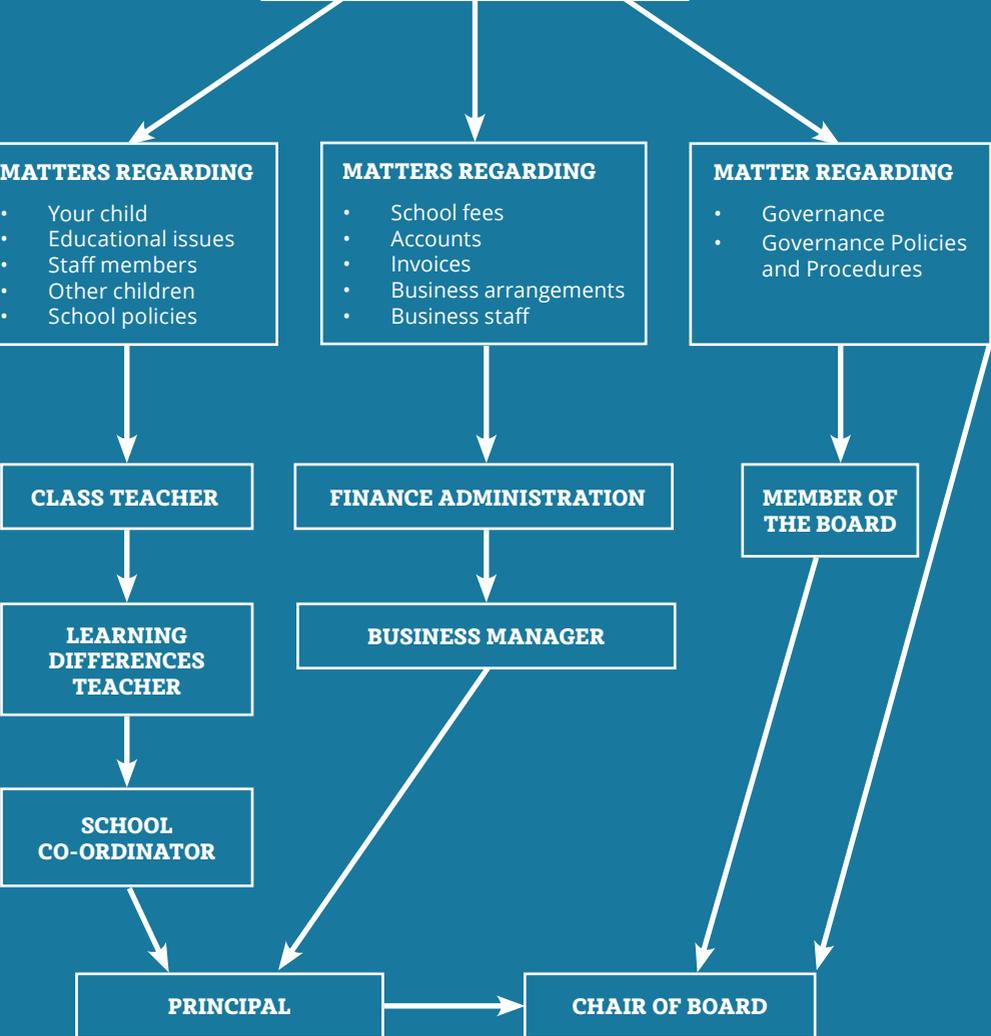
LEARNING DIFFERENCES TEACHER

BUSINESS MANAGER

SCHOOL CO-ORDINATOR

PRINCIPAL

CHAIR OF BOARD





STAFF NAMES, POSITIONS AND CONTACT DETAILS

Executive / Administration

Dr Maree Matthews – Principal principal@bgms.wa.edu.au

Kym Murphy – School Coordinator kym.murphy@bgms.wa.edu.au

Queenie Massie – Business Manager businessmanager@bgms.wa.edu.au

Claire Cubis-Edwards – HR & Operations Manager hrops@bgms.wa.edu.au

Lucy Beadle – School Registrar and Executive Assistant to the Principal registrar@bgms.wa.edu.au

Janette Del Pup – General Administrator gen2admin@bgms.wa.edu.au

Sheree Kendall – Digital Marketer digital.marketing@bgms.wa.edu.au

Polly Wu – Finance Administrator accounts@bgms.wa.edu.au

Karen Austen – Finance Administrator Assistant financeadmin@bgms.wa.edu.au

Education Leadership Team

Ian Chapman – Junior Primary Learning Differences Teacher ian.chapman@bgms.wa.edu.au

Neisha Mills – Middle Primary Learning Differences Teacher neisha.mills@bgms.wa.edu.au

Fiona Bell – Upper Primary Learning Diffences Teacher fiona.bell@bgms.wa.edu.au

Learning Differences Team

Michelle de Bruin – Assesment Coordinator Michelle.debruin@bgms.wa.edu.au

Maria Borce – Teacher maria.borce@bgms.wa.edu.au

Fiona Bell – Coordinator for NAPLAN fiona.bell@bgms.wa.edu.au

School Operations

Mereio Hughes – Quality Assurance And Compliance Coordinator mereio.hughes@bgms.wa.edu.au

Alana Cole – Co-Ordinator Of Community Programs alana.cole@bgms.wa.edu.au

Natalie Boyd – IT Helpdesk Support digitaltechnology@bgms.wa.edu.au



Junior Primary

Ian Champman – *Junior Primary Teacher - Wattle* ian.chapman@bgms.wa.edu.au

Louise Blaxell – *Junior Primary Teacher - Mallee* louise.blaxell@bgms.wa.edu.au

Kelsey Lazarakis – *Junior Primary Teacher - Mallee* Kelsey.lazarakis@bgms.wa.edu.au

Gwen Hills Junior – *Primary Teacher - Melaleuca* gwen.hills@bgms.wa.edu.au

Lorna Kelly – *Junior Primary Teacher - Tuart* lorna.kelly@bgms.wa.edu.au

Trish Anderson – *Junior Primary Teacher - Jarrah* trish.anderson@bgms.wa.edu.au

Middle Primary

Kym Murphy – *Middle and Upper Primary Teacher - Banksia (Term 1 & 2)*
kym.murphy@bgms.wa.edu.au

Vinita De Sa – *Middle Primary Teacher - Wandoo* vinita.desa@bgms.wa.edu.au

Sujatha D'Souza – *Middle Primary Teacher - Karri* sujatha.dsouza@bgms.wa.edu.au

Allie Gordon – *Middle Primary Teacher - Tingle* allie.gordon@bgms.wa.edu.au

Robyn Walker – *Middle Primary Teacher - Lilly Pilly* robyn.walker@bgms.wa.edu.au

Upper Primary

Tina Case – *Upper Primary Teacher - Coolibah* tina.case@bgms.wa.edu.au

Renata Kanagaratnam – *Upper Primary Teacher - Kurrajong*
renata.kanagaratnam@bgms.wa.edu.au

Education Assistants

Junior Primary

Priya Mavuri – *Junior Primary Education Assistant - Tuart* assist.tuart@bgms.wa.edu.au

Sharon Wong – *Junior Primary Education Assistant - Wattle* assist.wattle@bgms.wa.edu.au

Aine Browne – *Junior Primary Education Assistant - Melaleuca*
assist.melaleuca@bgms.wa.edu.au

Patricia Engelbrecht – *Junior Primary Education Assistant - Jarrah* assist.jarrah@bgms.wa.edu.au

Claire Campbell – *Junior Primary Education Assistant - Outdoor Learning*
jpassist@bgms.wa.edu.au

Grace Smalley – *Junior Primary Education Assistant - Mallee* assist.mallee@bgms.wa.edu.au



Middle Primary

Belinda Parsons – *Middle Primary Education Assistant - Karri* assist@karri@bgms.wa.edu.au

Jodie Teague – *Middle Primary Education Assistant - Tingle* assist.tingle@bgms.wa.edu.au

Sharon Doubell – *Middle Primary Education Assistant - Wandoo* assist@wandoo@bgms.wa.edu.au

Carlyn Fowler – *Middle Primary Education Assistant - Banksia* assist.banksia@bgms.wa.edu.au

Andrea Lanter – *Middle Primary Education Assistant - Lilly Pilly* assist.lillypilly@bgms.wa.edu.au

Upper Primary

Maria Fahy – *Upper Primary Education Assistant - Coolibah* assist.coolibah@bgms.wa.edu.au

Guy Barnes – *Upper Primary Education Assistant - Kurrajong* assist.kurrajong@bgms.wa.edu.au

Carlyn Fowler – *Middle & Upper Primary Education Assistant - Banksia*
assist.banksia@bgms.wa.edu.au

Li Mei Tai – *Infant and Toddler Community Coordinator* infanttoddler@bgms.wa.edu.au

Before and After School Club

Hanaa Finj – *Before and After School Club Assistant* osh.assist@bgms.wa.edu.au

Before and After School Coordinator osh@bgms.wa.edu.au

Specialists

Tara Smith – *Physical Education Teacher* physical.ed@bgms.wa.edu.au

Enrico Luccarini – *DT and Physical Education Teacher* peit@bgms.wa.edu.au

Natalie Boyd – *Digital Education Teacher* digitaltechnology@bgms.wa.edu.au

Sarah Darby – *Performing Arts Teacher* performingarts@bgms.wa.edu.au

Anna Hui Li – *Chinese Teacher* chinese@bgms.wa.edu.au

Emmanuelle Dupart – *Visual Arts and Performing Arts Teacher* vaandpa@bgms.wa.edu.au

Crispin Rapsey – *Practical Life, Bush School and Positive Education Teacher*
PLBSPosEd@bgms.wa.edu.au

Marie-José Real – *French Teacher* french@bgms.wa.edu.au

Lucy Beadle – *Visual Arts Teacher* visualarts@bgms.wa.edu.au

Claire Campbell – *Visual Arts Teacher* visualarts@bgms.wa.edu.au



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