



# Barrenjoey Montessori School

‘education for life’

## Parent Handbook 2021

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Barrenjoey Montessori School is a COVID Safe school and follows the guidelines stipulated by NSW Health, the NSW Department of education and the Association of Independent Schools.

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**Tasman Rd:** 2 Tasman Rd, Avalon NSW 2107 . t: 02 9973 1422

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## History of Barrenjoey Montessori School

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In 1985 a group of interested and passionate parents initiated and commenced the first Montessori school on the peninsula at the Newport Community Centre. The school had a trained Montessori teacher, 8 children and operated twice a week. By 1986 the school had grown to over 20 children and moved premises to the Catholic Church Hall on Bishop Street in Newport.

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The continued growth of the school and the threat of closure by Warringah Council unless improvements to the building were made, resulted in some yet more determined and passionate parents arranging for the use of the land behind Barrenjoey High School in North Avalon to build a new, purpose-built Montessori School on what is now Barrenjoey Montessori School's Tasman Rd campus.

(Photo: the late Thomas Morgan, with students in 1990)



In 1988, an appeal for funds was made public and the late Thomas Morgan, of Narrabeen, having read about the school's dilemma, came forward with a solution. His generous contribution, in honour of his wife, Phyllis, is commemorated with a plaque on the Stutchbury designed building. Mr Morgan lived to see the school built, but sadly died the day before the official opening of the new school in 1990.

In May 2009, the school expansion committee was successful in securing a grant for more extensive building work courtesy of the Australian Government Building Education Revolution (BER) initiative. By December 2010, the school had added a second Cycle 1 classroom, as well as a Cycle 2 (lower primary) classroom. In 2017, further building work added solar panels, a new office and reception area and a sustainable new classroom, creating space for a Cycle 3 (upper primary) class, allowing the Tasman Road campus to provide Montessori education for children from preschool through to Year 6.

In July 2020 a second campus at 35 John Street, Avalon was secured to accommodate a preschool classroom. The Under 3s program also underwent a relocation in 2020, moving to the Eurobodalla Homes Hall in Newport, providing opportunity for intergenerational interaction.

Barrenjoey Montessori School celebrated its 30th anniversary in 2015 with many staff and student alumni attending the celebrations. The school continues to grow and is well established as an alternative educational choice for those living on the Northern Beaches.

### **Overview**

The Montessori approach to education is child centred and is based on mutual respect and cooperation. Montessori education offers children the opportunity to realise their potential. It was her intention to formulate a method that allowed children to develop their potential in a non-competitive, caring and specifically prepared environment, free of rewards and punishments. She studied the needs of children and then proceeded to provide a way for these needs to be met. Working in this prepared environment with structured freedom, the child develops self-confidence, social aptitude, independence and a positive attitude towards learning.

The Montessori approach to early childhood education assists in building a habit of concentration, initiative and persistence; it fosters curiosity, inner security and a sense of order within the child.

Materials in the classroom support the development of the child's sensory, motor and social skills as well as their ability to discriminate and consolidate whilst nurturing and developing creativity and imagination.

Montessori education is a complete concept. Dr Maria Montessori observed phases of development in a child from birth to early adulthood and used this as the basis for establishing a 'curriculum'. She employed her expertise in scientific observations to develop suitable materials to complement each phase and in turn providing for the needs of the child during their formal years of education.

### **Independence**

Dr Montessori recognised four Planes of Development in a young person's life; each plane developing successive levels of independence.

<b>Stage</b>	<b>Characteristic</b>	<b>Type of Independence</b>
First Plane 0-6 Years	Development of absorbent mind & individual personality	Physical and biological
Second Plane 6-12 Years	Elaboration of first plane	Mental and Moral
Third Plane 12-18 Years	Development of Social Personality	Social
Fourth Plane 18-24 Years	Elaboration of third plane	Spiritual and Moral

In the Montessori classroom, we encourage children to be independent. It is a fundamental principle of the Montessori approach to education and grows out of the natural tendency of children; "help me to help myself". Educators play a key role in the preparation of the classroom environment to ensure that the children are able to be truly independent.

## **Responsibility and Social Awareness**

Children show respect for other children and their work. They assist each other and acknowledge the accomplishments of other children. Materials are respected at all times with children choosing activities and replacing for others to use. Older children show a caring attitude to the younger child, modelling appropriate behaviours and assisting in conflict resolution with monitored adult intervention. The school has policies in place to provide for a safe and supportive environment. This includes a Discipline Policy. *The discipline policy states that the school does not sanction corporal punishment by non-school persons, including parents, to enforce discipline at school.* All policies are available to parents by email or by viewing in the office.

## **Self Esteem**

The Montessori approach fosters the development of self-esteem by focusing on the development of independence in the child.

The balance of freedom and discipline within the environment contributes to the growth of self-esteem. We do not praise children; rather we acknowledge by focusing on the action, rather than the child. Rhythms are developed and the child will repeat activities until the skill or knowledge has been gained. Work is selected according to the interest and developmental needs of the child, under the careful guidance of the trained educator, to ensure that all skills and knowledge across the full breadth of the curriculum areas are gained.

## **Key components of a Classroom**

### **Culture / Routines**

- Greetings: directors greet each student at the beginning of the day
- Working: students engage in individual or small group learning activities
- Respect: students assume appropriate responsibility for maintaining the classroom
- Collegiality: all students of the class are welcome to participate and collaborate during individual and group work periods

### **Engagement**

All students are guided to engage in their own individual work and group work and to respect the work of others whilst:

- Using the materials with curiosity, purpose and respect
- Learning from the materials
- Pacing their own learning experience (with guidance)

### **Observing others at work**

- Peer teaching and learning

### **Receiving lessons (presentations) from the director**

- Students respond to the director's invitation for a presentation
- Students have the opportunity to focus and interact during the presentations
- Students can request lessons from the director

### **Socialisation**

- Opportunity to gain ideas and skills from a diverse age group
- Opportunity to express thoughts and to be heard in a respectful environment.

### **Avalon Montessori Association and Board Meetings**

The Avalon Montessori Association is a company limited by guarantee and was incorporated under the NSW Companies Code in 1986. It is a not for profit registered organisation, with the sole purpose being to operate the Barrenjoey Montessori School.

The school is registered by the NSW Educational Standards Authority (NESA) and meets the requirements as prescribed by ACECQA (Department of Education and Communities). The School is governed by a School Board of elected members of our community (parents and community members).

The Board ensures that due diligence to governance occurs and key strategic decisions and discussions regarding the welfare of the school and community are considered. The Board is responsible for the employment of a Principal, ensuring compliance with external agencies and overseeing the financial viability of the school.

The strategic plan (2015 – 2020) is available from the office and on the school website. This plan will be reviewed in the 2021 by the Board and school community to reflect and incorporate the determined goals for the next 5 years

### **Staff Management**

The School employs a Principal who oversees the day to day management of both the teaching and administration of the school. The Principal is responsible and reports to the Board. The class directors, assistants and office manager work with the Principal to ensure that the teaching and learning opportunities for the children and the community life of the school are dynamic, relevant and authentic. BMS follows the approach as determined by Dr Maria Montessori and expressed in the vision and mission statement of the school.

### **Staff Professional Development**

All staff are encouraged to embrace opportunities for professional development. Teachers are required to take responsibility and maintain via eTams their NESA teacher accreditation professionally and at a personal level. Participation at workshops and conferences occur regularly with staff attendance determined by the school or in discussion with the Principal at staff reviews.

Professional development ensures that all educators are familiar with current teaching and pedagogy. Montessori Conferences are held throughout the year and the educators attend both these and other conferences relevant to pedagogy, teaching and learning.

The school holds a whole school professional development day on the first day of each term and the school is closed to pupils

### **Montessori Australia and Montessori Schools and Centres Association**

The school participates in the Montessori Quality Assurance Programme (MQAP) The School has attained the highest level within this program. This program is currently under review and the school will rejoin pending finalisation of this process.

## **School Terms**

The school follows the NSW Department of Education when determining the school terms. Typically there is a 3 week winter break. The first and / or last day of each term may be scheduled for professional development and preparation of the environment for the staff and are therefore pupil-free days. The annual calendar link is included in the weekly ebuletin.

## **Structure**

BMS educates children in the first (0 – 6 years) and second (6 – 12 years) planes of development.

Cycle 3 - 9 to 12 primary classroom (for students in Years 4, 5 and 6)

Cycle 2 - 6 to 9 primary classrooms (for students in Years 1, 2 and 3)

Cycle 1 - 3 to 6 classrooms (preschool and K). Three and four year olds attend five mornings a week and five to six year olds attend for the full day. An all-day programme (KaiKai) for the three and four year olds is offered in the afternoons as an additional service for families. Under 3's (Parent Toddler Playgroup and Nido ) program operates three mornings a week (see separate information sheet). Children attend with a parent or carer.

## **Hours**

Tasman Road Campus

Morning program: 8.40am – 12pm

Full day program: 8.40am – 3pm

John Street Campus

Morning program: 8.20am – 12pm

Full day program: 8.20am – 2.45pm

KaiKai (All day Montessori for 3 & 4 year olds): 12pm – either 2.45 or 3pm (depending on campus) available for any afternoons as elected by parents and pre arranged.

MEX extended hours 3pm - 5pm Monday to Wednesday for Kindergarten and 3 and 4 year olds. (Pending demand)

## **Arrival and Departure**

Parents are asked to ensure that their child arrives at the school by 8.45am (doors open 8.40) for Tasman Road or by 8.45am (doors open 8.20) for John Street. Primary presentations and groups commence at 8.50am. Parents are encouraged to say a brief goodbye to ensure an easy transition to school and to foster independence. We ask that parents collect their child at the scheduled pick up time of either 12 noon or 3pm and contact the office /John Street if they are delayed. Parents and children are asked to leave the school grounds after dismissal. Children should not re-enter the playground or classroom after dismissal.

## **Sign-in Sheet and Day Book**

In accordance with government regulations, parents/carers are required to sign their Cycle 1 / *pre-school* child in and out each day on the daily attendance sheets. This is a legal document requiring the time and signature of the adult. Parents must notify the names of all persons collecting their child on the personal information form, the daily sign in sheet or by informing via email or phone. Children will not be allowed to leave the school with a person who has not been authorised by the parents and notified to the school.

### **KaiKai Program**

The school offers an all-day program for 3 and 4 year old children extending their time at the school from 12.00pm to 3.00pm or 2.45pm depending on campus. Permanent bookings are taken on a termly basis with casual bookings available on the day. There is an additional charge for this program. It is available to children for one to five afternoons a week but consultation with the class director is advised prior to booking in for more than two afternoons. In an emergency, a child may be able to be accommodated in the afternoon. Children who are eligible for the Government initiated Start Strong Program can attend KaiKai for 2 afternoons free of charge.

Permanent bookings for the KaiKai program are made through the office. casual bookings can be advised to the class director and advised on the sign in sheet.

The children bring their own lunch and, after lunch and a play in the garden, have quiet time or a sleep prior to joining their peers in the classroom and working with activities according to their current interests. (please talk to the class director if your child requires a sleep).

### **Settling into School**

It may take a few weeks for children to find their bearings and feel comfortable in their new school environment. Regular attendance, except in the case of illness, is very important during these first few weeks. Frequent absences in the first term can prolong the settling in period.

Children attend five mornings a week and typically five full days in the third year of the program (5 – 6 year olds). The consistency and routine ensures a security for the child and also ensures that they can develop according to their social, emotional and intellectual developmental needs. Children are working at their natural pace, learning to manage their time and energy levels. However, if a child is too busy before school and late to bed, this could impact their natural rhythm.

Children who miss days for no apparent reasons tend to be less settled and may require adult assistance to manage their social and emotional needs. If a child is struggling in the early days with tiredness, please talk to your classroom director for some suggestions to assist your child.

### **Absence from School**

Please ring or email the school before 8.45am if your child is to be absent on that day. This allows the staff to make any minor changes that might need to be made for the day.

Written absentee advice is required for all children in Primary and Kindergarten Year. The date/s of absence and the reason is required by N.S.W Education Standards Authority.

Primary students are required to attend school during the term time with holidays being taken during non teaching times.

Requests for extended leave of absence e.g. holidays for primary and Kindergarten students **must** be sought prior to the absence and permission from the Principal is required to demonstrate NESAs compliance. Extended leave is defined as 2 days and over.

Immediate notification of absence is very important in the event of an infectious illness. The school follows the guidelines provided by NSW Health and exclusion from school is also based on the recommendations of this department.

### **Extended Day Program (NSW Kindergarten year)**

This is the third year of the Montessori program, and as such is integral to the whole Cycle 1 / preschool program. The work undertaken by children in this program is a continuation and consolidation of the work that they have been engaged in during their previous two years. It is during this year that the child is able to abstract the skills and knowledge with the support of the familiar concrete materials.

The curriculum during this year has been assessed by N.S.W Education Standards Authority as meeting the curriculum requirements for the Kindergarten year.

The School has a current registration with NESAs from Kindergarten through to the end of primary (Year 6).

Please refer to the Extended Day curriculum statement and guidelines for more information. This is available in the School Policy manual and can be accessed by request to the office.

Typically a child is around five when they commence the extended day program. However, the decision to commence in the extended day program is based on the needs of the individual and the age might vary from child to child. Discussion between the class director and parents during Parent/Teacher conferences will indicate the most suitable time for a child to commence the full day program. A child who turns five towards the end of the year might not commence extended day until the following year.

The final decision rests with the Directress, who is aware of the child and their interaction in the classroom. Consideration for commencement includes information provided by the child's parents, and the social, emotional and academic readiness of the child.

### **Excursions**

Primary students participate in regular 'going outs' determined by their interest and the curriculum. (Covid safety pending)

On occasion, children in extended day may visit the local area or specific places relevant to their classroom discussions.

On any such journey the ratio of adults to children, as set out in the Regulations, is maintained.

### **Birthday Books**

Parents are encouraged to donate a book to the school to commemorate their child's birthday. This enables the school to add to our collection of library books and encourages an alternative option to just receiving gifts on the anniversary of their

birth. A bookplate is placed in the book acknowledging the donor. There are a number of pre-selected books available at the school for your convenience. Primary students often donate a plant to the classroom.

### **School Photographs**

School photographs (class photos) are taken in Term 4. Currently we have a parent that is a professional photographer who donates their time and all profits are donated to the school.

### **Parent Library**

A selection of Montessori books; DVD's and information relating to various aspects of Montessori education and parenting are available for borrowing, as well as copies of the Memorandum and Articles of Association. The library is located in the School Office at Tasman Road with additional smaller libraries at the John Street campus and the Under 3's campus in Newport.

### **Classroom Needs**

There are many items in the classroom that can be provided by parents. Requests are made via the e-bulletin and notice boards. Please let the directress know if you would like to provide such items.

### **Charities**

The primary students elect their preferred local and international charities each year with user friendly community fundraisers being held at regular intervals e.g. cupcake stalls, homemade cards and jewellery etc before and after school.

The Indigenous Literacy Foundation Book swap Day is an annual event.

### **Parent Responsibility**

When enrolling your child at Barrenjoey Montessori School, you are making a personal commitment to participate in the school community. ALL parents, or their child's caregivers, are required to participate in the school community, and assist in fundraising, job assignments and working bees. Without your involvement, the school would not exist. Below is an explanation of the various parent responsibilities to be fulfilled by the families.

### **School Fees**

School fees are applicable to each student. Termly invoices are emailed 2 weeks prior to the commencement of each term and are due within 14 days.

Parents are advised that the following services are in place and can be accessed by contacting the Principal or the office manager.

- Payment plans (office manager)
- Annual payment of fees (prior to the commencement of Term 1)(office manager)
- Bursaries (Principal)
- One off assistance (criteria applies) (Principal)

Sibling discounts apply to current students only.

### **School Contribution Opportunities**

Every family is asked to contribute to events that occur during the year and to the general operations. (approximately 4 - 5 hours per term). The ebuletin alerts parents to these opportunities. Parents who are unable to contribute or arrange a job in lieu will be required to pay a levy (\$200 per term).

### **Working Bees**

Due to work health and safety considerations Working Bees are becoming an event of the past however we still need parental assistance to clean up the grounds, and complete any minor maintenance or garden projects. There are often indoor projects, including carpentry and more sedate jobs. Required items are posted on the notice board and via the ebuletin.

If you have a specific skill that you would like to offer (eg. plumbing, carpentry) please advise the school.

### **Fundraising (CoVid pending)**

The school relies on the fundraising participation of all families to provide the necessary funds for improvements to the school. The admirable efforts of current and previous parents have made the school what it is today. The school receives government funding but it is the fundraising activities that provide for those extra resources. In 2020 the major fundraising events will be the movie night, cake stall and auction / trivia night (details to be confirmed!).

Fundraising events are the responsibility of the parent community in consultation with the School Principal with the school office there to assist (not manage)!

### **Open Days, Introduction to Montessori Education Sessions and Community Events**

Parents are asked to assist on these days to promote the school and to ensure that we have a constant presence in the local community. Typically two parents sign up for two hours with a trained Montessori teacher being present at each event.

### **Contact and compliance documentation**

Please ensure that the following information is provided at the time of enrolment and updated when necessary:

- Personal Information and Health Form, Birth Certificate and Immunisation Records (Medicare document or similar)
- Consent Form for information to be shared with NSW dept of Education
- Contact information (including address and telephone numbers) for both parents and two people who can be contacted in case of an emergency.

Regular and open communication between home and school is essential. The staff will initiate communication regarding your child as necessary but welcome your ideas and input at any time.

In a small community school, communicating with one another is important. It is therefore imperative that each parent takes responsibility and remains informed about the working of the school and its activities. There are several avenues of formal and informal communication within the school

### **The Newsletter (eBulletin) distributed via Mailchimp**

A weekly school ebulletin provides important information pertaining to the school calendar, general school activities, articles of interest etc . The eBulletin is sent as a Mail Chimp newsletter unless a hard copy is specifically requested at the office. Typically this is sent to all parents and guardians. A link to the google calendar and the parent contact list is included in each eBulletin.

### **Website**

The school website is a useful tool for prospective parents.(Currently being updated)

### **Parent-Director Communication**

Class Directors are available before and after class hours for brief discussions. If you wish to have a longer discussion with a Directress a meeting is to be scheduled at a mutually convenient time without the child present.

### **Social Media**

The school maintains a Facebook and Instagram page. Interesting articles about the school, Montessori and child development are posted on this page.

Please share these with friends and family

### **Telephone and contact**

Except in an emergency, the teaching staff are not available to speak to parents during class hours. Messages can be left with the office staff (Tel: 9973 1422) or the class director can be emailed directly. Please do not expect these to be read or a response to be forthcoming during the work cycles.

### **Open Days and Guest Days**

Open days (public) and guest days (school families) are held during the school year to showcase Montessori education, provide information to parents of young children in the local community and for current students to share their classrooms with family and friends.

## **Observations**

Observations are arranged during the year for parents interested in observing their child in the classroom. Children need to be in the class for at least one term before an observation can be scheduled for their parents. Please arrange class observations with your class director or if for the whole school with the office.

Prospective parents and other members of the school community must observe in the classroom prior to being offered a place. However please note that it is not possible to have younger children present in the classroom during observations.

## **Parent Education - Evening info sessions and Morning Snippets**

These sessions provide all parents and interested people with an opportunity to learn about Montessori philosophy and practice. They are designed to inform parents about the school environment and approach to learning as well as to aid parents in providing a home environment reinforcing Montessori principles. It is a requirement that at least one parent of each family attends these sessions to gain knowledge about the Montessori approach and their child's learning environment. This is of real benefit to the child. The sessions may incorporate hands on exploration of the materials, demonstrations and discussion.

Dates for these sessions are advertised well in advance and typically one is held each term. RSVPs are requested.

The Directors select a topic for the sessions, taking into account feedback and the needs of the current parents.

Evening Session - The program follows the same basic format - commencing at 7pm for refreshments with the talk/discussion commencing at 7.30pm. The session finishes at 9pm.

Morning Sessions - Snippets - These are held from 8.10 to 8.40 during one week in T1 and T3 and students are supervised during this time.

Introductory sessions are held once per year. Topics include 'Introduction to Montessori' and 'Introduction to Primary Montessori' for current and prospective parents.

A briefing session is scheduled for parents of children entering Cycle 2 and 3 as required. Parents are reminded that a separate waitlist form is required for primary enrolment.

## **Parent Teacher conferences**

Parent-teacher conferences are held each year in Terms 2 and 4. A conference schedule is distributed prior to the conference weeks and a written report (K-Yr6) or portfolio (3-4 year olds) distributed to the parents, providing an overview of their child's development. This document can be discussed during the conference.

The schedule for conferences close at the beginning of the conference week and any changes are made directly with the class director. Parents are advised that only one change of time can be accommodated.

## **Communication Parent Pigeon Holes (Pending Covid guidelines)**

Each family has a pigeonhole on the entrance deck for notices and varying communications.. Your pigeon hole needs to be checked regularly. Please do not allow your children access to these pockets. If you would like to distribute information via the parent pockets please check with the office first. Birthday invites are **not** to be distributed via these pockets.

### **Community Safety**

The school has identified the following as high risk safety concerns and your cooperation is required.

#### **The car park**

Please ensure children hold an adult's hand when leaving the grassed area. Drivers need to take care when entering or leaving the car park, as well as when reversing in the car park. Drivers need to adhere to the low speed limit in the school driveway and on Tasman Road.

#### **Fences and Trees**

Do not allow children to climb on the high school or the surrounding fences or the trees just outside the school boundary fences.

Guidelines are circulated by the parent community regarding safe playing before and after school on the Reserve.

The high school and community gardens are off limits unless a family is a member of the community garden.

#### **Snack**

Morning tea is called "snack" or "fruit" by the children.

**COVID-19 update:** the children each bring their own snack in a container. (Each Pre-primary child would usually bring a piece of fruit or vegetable to be shared with the class, )

Primary children eat food from their 'lunchboxes' during their morning snack time (10 minutes).

#### **Drink**

**COVID-19 update:** Students must bring their own water bottle

Filtered water is available at all times.

#### **Lunch**

Children staying for the full day are required to bring their lunch to school. The following guidelines should be observed:

- Food should be selected in consultation with the child
- Lunch food should be healthy and nutritious
- Children are encouraged to eat all their lunch however please pack an amount that your child could reasonably be expected to eat
- Pre bought chips, chocolate, sweet biscuits and cakes are strongly discouraged in a lunch box
- Items should be individually packed, sandwiches separate from fruit etc.
- Nuts may **not** be brought to school. We are a nut free school due to allergy and anaphylactic concerns.

A nutritious lunch typically consists of a variety of foods (including but not limited to salads, vegetables, sandwiches, wraps, yoghurt, pasta etc.) Water is recommended. A balanced meal that will provide adequate nutrition for the afternoon is required by each child. Please include any utensils needed. It is suggested that in summer a frozen bottle of water be included in the lunch box to keep the food fresh. Children are seated (20- 30 minutes) while they eat their lunch and are given guidance on appropriate table manners.

Children staying for (MEX) extended hours are asked to have afternoon tea in a separate container.

### **Nut Awareness School**

**There are children in the community who have an anaphylactic reaction to diverse foods and for this reason no foods will be shared unless under the supervision of a staff member (i.e. preschool snack time)**

Anaphylaxis is a severe form of allergic reaction that is most commonly triggered by exposure to certain foods. It is important to understand that even trace amounts of nuts and other foods can cause a life threatening reaction for some children. This reaction is preventable by avoiding exposure to these foods. We strive to avoid nuts and snacks containing nuts in our environment. Please do not send birthday treats that contain nuts. Please do not include nuts as a snack in your child's lunch or even in their bag as a snack after school. The school takes every reasonable precaution to ensure that there is minimal chance of exposure to nuts at school for the safety and well-being of the children.

**Birthday Celebrations** Please see class handbook

### **Health Guidelines**

Regular attendance is important for the child. However, there is minimal advantage in sending a sick child to school and at all times consideration should be given to the group as a whole. A child who is not well requires additional attention and needs to be at home. Illness can spread through a classroom affecting the teachers and other children.

Staff will contact parents for an immediate pick up if they feel that a child is too unwell to be at school or indeed not able to practise appropriate hygienic practises when, for example, coughing.

Please wait until your child is well before sending them back to school. Please do not send your child to school if any of the following conditions present:

- Rash
- Red eyes / Conjunctivitis
- Sore throat or persistent cough
- Child not well enough to play outside
- Fresh cold with a profuse, cloudy discharge from the nose
- Head lice (unless treated)

In the following situations the child should be well, have a normal temperature or without medication for **24 hours** prior to returning to school:

- Diarrhoea (none for 24 hours)

- Above normal temperature
- Vomiting the night before or the morning of attending the school (clear for 24 hours)
- Any type of contagious disease for the period specified by the Department of Health (Schedule 1)

In the event of an outbreak of vaccine-preventable diseases (e.g. diphtheria, whooping cough, measles), children who have not been vaccinated for that disease will be excluded from attending school until the risk has passed. Specific documentation (NSW Health) supporting the reason for non vaccination must be held by the school.

**Covid - 19 update:** Additional guidelines as per the NSW Health and Educ Departments must be adhered to at all times and note that these may change at short notice. A Covid - 19 sign off is required prior to any child commencing at the beginning of the term or after a holiday with the school being advised of any changes to circumstances.

### **Accidents**

In the event of an accident occurring at school there are policies and procedures in place to ensure the child receives the appropriate treatment.

All members of staff hold first aid qualifications. Most accidents are of a minor nature and require TLC, together with an ice pack or Band-Aid. You will receive a copy of the accident report form when an accident occurs.

In the event of a serious accident, staff follow the procedures as detailed in the accident statement. You will be contacted to collect your child and seek medical treatment, e.g. stitches, x-ray if required.

### **Immunisation**

The school maintains an immunisation register based on the documentation that is provided at the time of enrolment or when updated by a parent. Parents must update this documentation when their child receives the 4 year old vaccinations. A copy of the immunisation schedule is kept in the child's file at school. If a child is not immunised parents are required to advise the school in writing on the appropriate NSW Health form which has been signed by a GP. This is the responsibility of the parents  
Please note that non immunised children are not able to enrol in the preschool as per the legislation introduced in January 2018.

Commencement at the school will be suspended / postponed if this requirement is not met. In the event of an outbreak of a vaccine-preventable disease, the school will be required to notify the Public Health Office. Any child who is not immunized for that disease may be required to be excluded from school for a specific period of time, as determined by the authorities. (Further information: [www.health.nsw.gov.au/immunisation](http://www.health.nsw.gov.au/immunisation))

### **Illness**

If your child becomes ill at school, the Directress and staff will take appropriate steps in an emergency. In all other situations parents or emergency contacts will be telephoned and requested to collect the child from school in a timely fashion. If it is not possible to contact an authorised person, appropriate medical treatment will be sought.

A useful website <http://www.health.nsw.gov.au> gives the latest information on health issues, including exclusion periods for common childhood contagious illnesses.

## **Medication**

Staff members are only permitted to administer medication that has been prescribed for a specific child. The medication must be in the original container with the child's name on the label. A "medical authority" form must be completed for each dose, and the medication, together with instructions for administration and measuring spoon or cup, secured in a plastic bag handed to the class teacher. It is not appropriate to place the medication in the child's bag or lunch box. Children are not permitted to self-administer medication (unless an asthma self-management plan has been provided to the school).

Ongoing medication or medical conditions are documented and displayed in the office and classrooms following the completion of the risk minimisation form being completed with the parents and Principal. Medication is kept in the Communication office (Tasman Road) and the assigned cupboard (John street).

## **Ticks**

The school is in a tick prone area and parents are required to sign off on their preferred method of tick management however these need to be within the guidelines recommended by the Tick Allergy Research and Awareness Centre. (TIARA). Currently the recommendation is to freeze the tick. The school will not remove a tick.

The school playground is sprayed every 6 months specifically for ticks. An area of 1 – 2 metres around the external perimeter is also sprayed.

## **Sun Protection**

Please apply sunscreen to your child prior to arriving at school. Most sunscreens are effective for three hours. Outdoor play may occur at 11.30am for about 15 minutes and after lunch for 30 minutes and all children are required to wear a hat (not cap) during these activities. Cancer Council sunscreen is available at the school for all students. Sunscreen is re-applied prior to playing outside. If you do not wish your child to use this sunscreen please provide written notification to the class Director and an alternative sunscreen clearly labelled.

## **Hats**

A cloth sun hat labelled with your child's name must be kept at school at all times during the school term. We have a "no hat, no play" policy. We strongly discourage caps and suggest wide brimmed hats as preferred by the Cancer Council.

## **Children with Additional Needs**

Children with additional needs typically thrive in a Montessori environment. However, prior to enrolment the particular needs of the child, the skills and training of the staff at the school and the class composition will be considered, in consultation with the parents. Acceptance of any child into the school is at the discretion of the Principal.

The class directors are trained to progress children towards the development of their full potential within the Montessori environment however allied health specialists may need to be involved to support the delivery of a suitable program. In such cases it is the responsibility of the parents to finance and organise additional assistance. Outside support services and the child's parents are encouraged to work closely with the school to enhance the child's

educational outcomes. At all times the specific needs of the child are considered with the period of time in each environment being adjusted as required.  
Funding may be available for specific programs through government agencies.

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## **Appendix 1 – School Policies**

The School has a Policy, Procedure and guidelines manual which determines action and management by staff, students and any person whilst on the school property or whilst acting on behalf of the school.

The Policy, Procedure and guidelines manual is located in the office.

The policies are reviewed, updated and approved by the School Board according to the Schedule of Policies.

Key policies are listed below, with procedures and guidelines being available from the office, on request.

- Barrenjoey Montessori School Vision and Mission Statement
- Building and Premises Policy
- Child Protection Policy
- Confidentiality Procedure
- Drug and Alcohol Procedure
- Educational and Financial Policy
- Enrolment Policy
- Grievance Policy
- Management and Operations Policy
- Medication Policy
- Positive Peer Relations Policy
- Privacy Policy
- Safe and Supportive Environment Policy
- Sleep and rest Procedures
- Staff Policy
- Student Attendance Policy
- Student Discipline Procedure
- Behaviour Management Procedure
- Sun Smart Policy
- W H & S Polic

## **Appendix 2 - Fees**

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See separate current sheet for Schedule of Fees 2020

Fee invoices are emailed to every family at the end of each term with the due date being the day before term commences.

Payment plans can be arranged. Please contact the office in the first instance.

Fees will be paid preferably by direct debit or credit card however Cash and other methods are acceptable.

Timely payment is imperative to avoid late payment fees.

## **Appendix 3 – Government Departments & Professional Affiliations**

### **Childcare Rebate**

Barrenjoey Montessori School is not a long day care provider and as such does not qualify for any childcare rebate.

### **Professional Affiliations**

The School is a member of the following professional organisations:

- Montessori Schools and Centres Australia
- Association Montessori Internationale
- North American Montessori Teacher Association
- Association of Independent Schools, NSW
- Australian Early Childhood Association
- Speld

The school is registered and / or accredited by

- Montessori Quality Assurance Program (MQAP)(Montessori Australia Foundation)(currently not operational)
- NSW Education Standards Authority (NESA)
- NSW Dept of Education and Communities (Early Years Learning Framework)(ACECQA)