

# FAMILY HANDBOOK 2024

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North —  
Eastern  
Montessori  
➤ School





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# Vision

To be a celebrated School where we all love to learn.

# Mission

We empower individuals to excel by fanning the flames of curiosity.

**Love to  
learn**



# Values

## SEE PEOPLE FOR WHO THEY ARE

Our school embraces diversity. It is a place where individuality is celebrated. The rights of community members are respected and voices are heard and accepted. Cultural traditions are welcomed, often with parents coming to classrooms to discuss their cultural celebrations with students. Each student is seen as an individual with unique traits and skills. We see the strengths in every individual and understand that, at the core, we are actually more similar than we are different.

## PRACTICE WHAT YOU TEACH

Grace and courtesy feature as important values in Montessori curriculum and we know that we can teach young children to develop social intelligence. Learning how to interrupt politely, how to navigate social situations, or how to offer help to others refines children's social skills. By modelling grace and courtesy to one another, we not only demonstrate these skills to the children with whom we work, but we establish a respectful and caring culture within our community.

## I DID IT!

Mistakes are a part of the learning process and the ability to self-correct along the way is integral to success. This is why Montessori materials are in-built with self-correction tools. This ensures that all of our students experience a sense of accomplishment. Personal success encourages further exploration, which leads to more success and joy in learning. We provide and foster an environment where all individuals can succeed with ongoing curiosity and motivation. We celebrate our achievements, but more so, the effort it took to get us there.

## MAKE A LITTLE DIFFERENCE, EVERY DAY

We integrate sustainable practices in our school grounds and our curriculum. We have a respect for individuality and individual learning and have a commitment to providing a safe environment for students to truly learn at their pace. We know that big achievements are made up of regular small achievements. So, we do not underestimate the little steps. Incremental change is lasting change.

## A HAPPY PLACE

We have a culture that enables us to find time for one another. Three years in one classroom, builds trust which provides security and deepens relationships between families, educators and those between the children themselves. We want our community to feel valued. We do this by listening and working together constructively. In a safe and happy environment our students can excel.

# Principal's Welcome

Welcome to North-Eastern Montessori School!

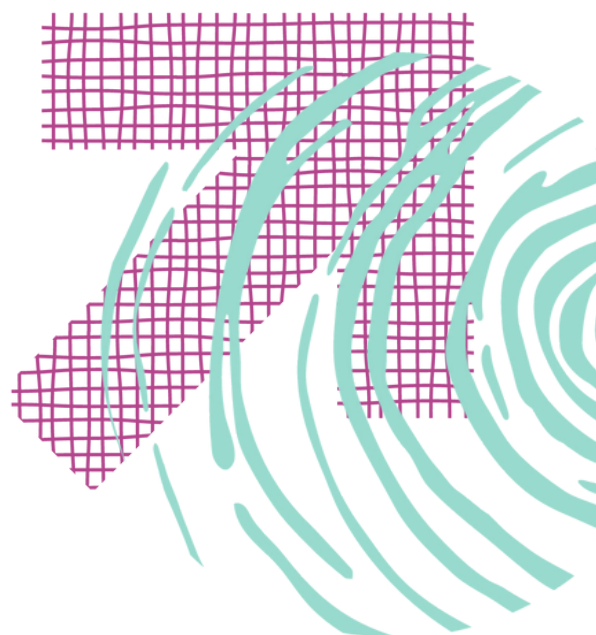
Our School has a 40-year history in providing education in the method developed by scientist and activist, Dr. Maria Montessori. Her work, developed throughout the 1930s, acknowledges the child as a competent learner, who develops through the practice of trial and error. Our educators guide the children and work to assist them in their learning journey, ensuring that each individual experiences a sense of challenge. Personalised learning is a hallmark of education at North-Eastern, where children are extended and supported at their point of need.

We are proud to say that the theory and practice of a Montessori classroom are congruent with the most cutting-edge, contemporary thought-leaders in education today. Our educational practices are built around building students' focus and concentration, enabling them to get into flow in the learning environment. Constructive, personal feedback to students helps develop intrinsic motivation for learning. And teacher-student relationships are built on mutual respect, ensuring that children feel empowered and have a sense of autonomy. This is what a Montessori education is about at North-Eastern Montessori School.

Our School is a community that cares. We believe in working with our families and collaborating to ensure that children's academic, social and emotional development thrives. Maria Montessori's vision was to create harmonious communities, conscious global citizens, and a peaceful world. While this might have been a lofty goal, it is what drives us each and every day here at North-Eastern Montessori School. It is clear that Montessori was, and still is, ahead of her time.

Thank you,

Janis Coffey  
Principal



# Contact Details

For your convenience the staff email contact details are listed below. For any general questions that you would normally direct to reception, please email [hello@northeastern.vic.edu.au](mailto:hello@northeastern.vic.edu.au)

Principal – Janis Coffey  
[janis@northeastern.vic.edu.au](mailto:janis@northeastern.vic.edu.au)

Deputy Head of School – Shona Williamson  
[shona@northeastern.vic.edu.au](mailto:shona@northeastern.vic.edu.au)

Business Manager – Manoli Galanakis  
[bus.mgr@northeastern.vic.edu.au](mailto:bus.mgr@northeastern.vic.edu.au)

Accounts  
[accounts@northeastern.vic.edu.au](mailto:accounts@northeastern.vic.edu.au)

First Aid Officer – Natalie Keating  
[natalie@northeastern.vic.edu.au](mailto:natalie@northeastern.vic.edu.au)

Registrar – Antida Trengove  
[registrar@northeastern.vic.edu.au](mailto:registrar@northeastern.vic.edu.au)

## Toddler Community

Rachel Aerlic  
[rachel@northeastern.vic.edu.au](mailto:rachel@northeastern.vic.edu.au)

Mandy Panetta  
[amanda@northeastern.vic.edu.au](mailto:amanda@northeastern.vic.edu.au)

## Cycle 1

Shelly Raj  
[Shelly@northeastern.vic.edu.au](mailto:Shelly@northeastern.vic.edu.au)

Nicole Buchanan  
[nicole@northeastern.vic.edu.au](mailto:nicole@northeastern.vic.edu.au)

Shi Hui Toi  
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Vaishali Goswami  
[vaishali@northeastern.vic.edu.au](mailto:vaishali@northeastern.vic.edu.au)

## Cycle 2

Sandra Starvaggi  
[sandra@northeastern.vic.edu.au](mailto:sandra@northeastern.vic.edu.au)

Samantha Brooke & Jennifer Leung  
[samandjen@northeastern.vic.edu.au](mailto:samandjen@northeastern.vic.edu.au)

## Cycle 3

Katrine Craft  
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Marie Odendaal  
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## Specialist Team

Head of Performing Arts  
Rozanne Mentzel-Gwynne  
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Music (Kindergarten)  
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Art & Creative Technology  
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Mandarin  
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Physical Education  
Andrew Shearer  
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Head of Inclusion  
Janette Reimerink  
[janetter@northeastern.vic.edu.au](mailto:janetter@northeastern.vic.edu.au)

# School Attendance

## SCHOOL HOURS

Toddler Community 7.30am – 6.30pm

### Cycle 1, 2 & 3

9.00am – 12.00pm (class time)

12.00pm – 12.15pm (lunch time)

12.15pm – 1.15pm (outside play)

1.15pm – 3.15pm (class time)

### Outside of School Hours Care

Before School – 7.30am – 8.45am

After School – 3.15pm – 6.30pm

## ARRIVAL & DEPARTURE

### Foundation – Year 6

Children can be dropped off in the KISS & DROP OFF ZONE in the carpark or, alternatively, children can walk down the hill from the car park to their classroom. Car park duty staff members are in place from 8:45am each morning. Classrooms open at 8:45am and children are encouraged to enter the classrooms and get themselves settled for a 9:00am start. All children in Cycle 1 and Cycle 2 should be supervised by parents before 8:45am. If children are arriving before 8:45am without parental supervision, they should be booked into Before School Care. Some Cycle 3 students may walk to School independently, and are expected to demonstrate responsibility if on School grounds before 8:45am and to be in class by 9:00am.

If students arrive late (after 9:00am), they will need to be escorted by a parent to Reception with a parent/guardian for a LATE PASS and then head to their classroom. If parents are collecting children early from School, they are asked to come to Reception first.

Any person arranged to pick up a student must be on the 'Permission to collect' list. If educators do not recognise the person, they will need to sight their ID. Email our School Registrar [registrar@northeastern.vic.edu.au](mailto:registrar@northeastern.vic.edu.au) to add or remove persons from this list.

Dismissal time is 3:15pm. Teachers will supervise children until 3:30pm and if they have not been collected, will head over to After School Care. No children may remain on site unsupervised after 3:30pm. If Cycle 3 children are walking home independently, parents are asked to inform Classroom Teachers of these arrangements.

### Early Learning

Children in the Toddler Community and Cycle 1 Kindergarten program must be accompanied to their classroom and signed in by the parent/guardian.

Please refrain from occupying the Cycle 1 playground after school hours (after 3.15pm) as this space must be available for after school care children and staff.

# School Absence

## FOUNDATION-YEAR 6

Notification of absence should be made to Reception at the earliest possibility by calling 03 9438 3202, emailing [hello@northeastern.vic.edu.au](mailto:hello@northeastern.vic.edu.au) or submitting an absence via the Parent Portal.

In the event that you know in advance that your child will be absent from school, for whatever reason, please notify Reception and the teacher via email indicating the day/s and reason for absence.

## EARLY LEARNING

If your child has a contagious illness, notify Reception as soon as practicable so that the class teacher can observe other children for symptoms and the school community can be notified of the presence of the illness.



# Outside School Hours Care (OSHC)

## CYCLE 1, CYCLE 2 & CYCLE 3

### HOURS OF OPERATION

#### MORNING OUT OF SCHOOL HOURS CARE

Sessions run from 7.30am to 8.45am. Breakfast is provided. Children are welcome to play games or undertake a quiet activity (such as reading). Morning Sessions for All Cycles are held in the OSHC room near the Staff Carpark.

#### AFTERNOON OUT OF SCHOOL HOURS CARE

The OSHC program operates for the hours 3.15pm to 6.30pm. This program offers quality care, incorporating recreational activities and positive opportunities for socialisation and interaction between our students. The program is available to all students. A light snack will be provided. Kindergarten children After School Care is held in Room 8. Foundation to Year 6 is held in the OSHC room near the Staff Carpark.

### BOOKINGS

Bookings can be made via School Reception by email, phone or in person between 9.00am and 2.45pm. Unless it is an emergency, bookings are to be made at least a day in advance whenever possible. If you decide to cancel, the Coordinator or the School Reception must be notified.

Primary OSHC/Cycle 1 OSHC (AM)  
0429 827 234

Cycle 1 OSHC (PM)  
0493 597 319

Email [oshc@northeastern.vic.edu.au](mailto:oshc@northeastern.vic.edu.au)

24hr notice must be given for all causal bookings.

Families may apply for the Child Care Rebate for our OSHC programs. Eligibility for CCS is determined by Centrelink.

Please note that if Cycle 1 – 3 year old & 4 year old Kindergarten children are enrolled for an 11-hour day, there is no need to book before and/or after school care.

### Emergency Contact

In the event that your child is not collected by 6.30pm and if parents cannot be contacted, the nominated emergency contact person(s) will be telephoned. If this person(s) cannot be reached, the student will remain within the care of the OSHC staff, however, will incur the normal penalty rate of \$5.00 per minute. Continued lateness may cause families to forfeit their child's place.



# Classroom Routines

## SCHOOL BAG

Your child should own a bag whose size suits their developmental level. It should be easy for your child to pack and unpack, open and close. It needs to be able to fit into a locker sideways. For Cycle 1 students especially, it is an expectation that your child will carry their own bag and be responsible for it.

## CHANGE OF CLOTHING

Early Learning and Cycle 1 students are required to have a spare set of clothing to be left at school in their classroom locker for those occasional accidents. Cycle 2 and Cycle 3 students are also encouraged to keep a spare set of clothing at school for the occasional accident and also when wet weather results in muddy clothing from outside play.

## SLIPPERS

Students are required to keep a pair of practical slippers at School for indoor use. There are several reasons for this practice: the classroom is kept free of dirt and sand, it sets up a mentality of 'work time', and the classroom environment is quieter and therefore facilitates concentration.

## WASHING ROSTER

Several classrooms have a roster for students and parents/guardians to assist with washing towels, polishing cloths and smocks. This is usually posted in the entry of the classroom, or is done on a voluntary basis. This task is intended to be a component of the students' life skills activities. Involve your child in it, better still: show them how to use the washing machine!

## DRESS CODE

North-Eastern Montessori School does not have a compulsory school uniform. Students are expected to present themselves in clothing suitable for work and play, comfortable and practical with fasteners they can manage on their own.

Expect your child to do some messy work as part of discovery and learning which may result in stained clothing. Of course, every effort is made for your child to wear a smock or apron. Special occasion clothing is not appropriate for School days.

Footwear should be the type that your child can manage themselves. Closed toe shoes or gumboots in winter, sandals in warmer weather, runners for PE lessons. Footwear such as heels, mules and thongs are not practical for School activities and should not be worn.

## NO HAT—MUST PLAY IN THE SHADE

North-Eastern Montessori School follows the rule of 'NO HAT—MUST PLAY IN THE SHADE TODAY'. This applies from the 1st of September to the 30th of April and any days in between where the UV index level is 3 or above. Staff encourage students to store their School hat in their locker so it is always available. If a student does not have their hat at school, they may play undercover or attend one of our scheduled lunch time clubs. Hats will not be lent out to students unless they require one for a lesson, which is outdoors, such as Physical Education.

Students who choose to wear singlets or 'stringy' tops or dresses to School must wear a sleeved top to cover their shoulders during outside play or Physical Education time.

Sunscreen should also be worn from the 1st of September to the 30th of April. Please apply prior to coming to School.

## LOST PROPERTY

Students are required to have their clothing and belongings labelled. Lost property is located at the Primary OSHC building verandah. Parents/guardians are welcome to check at any time for items that may have gone missing. Staff members do their best to hand back items when they know to whom they belong.

At the end of each term, all items that have not been claimed are cleaned and donated to charity.

# Special Events

## CELEBRATIONS

### BIRTHDAYS

These are important milestones in all our lives and at North-Eastern Montessori School we like to celebrate them!

If you would like to provide a birthday treat for your child and their class, firstly consult with the teacher to ascertain if there is anyone with special dietary requirements. We ask that you refrain from packing all types of nuts. It is your choice what you provide; it may be sweet or savoury. Individual serves (e.g. cupcakes) are very practical. The only treats, which are not allowed, are lollipops or lolly bags.

If your child has special dietary needs, you may like to provide a sealed container of 'treats', which can be kept in the class storeroom for these special occasions. See the class teacher to organise this.

If you are having a birthday celebration for your child and are inviting children from the school, you must ensure that the invitations are handed to the parent/guardian of the child invited or to their class teacher; they are not to be handed directly to the child.



## RELIGION

North-Eastern Montessori School is a non-denominational School and religion is not part of the curriculum. However, exposure to, and a respect for all creeds is encouraged. Families who recognise special days on the calendar are invited to do a presentation for their child's class or the whole school!

Older students will, at some time, do a study of world religions as part of their cultural work. Presentations are usually given by guest speakers who can speak with authority on the religion or philosophy they represent.

Christmas is a traditional holiday in Australia. All classes will prepare gifts in some form through craft activities. A 'Carols Night' is held in December each year together with a School BBQ. While every effort is made to be comprehensive, songs that contain Christian references to God may be included.

If you have any objection to your child's involvement in any of the above, you need to inform the class teacher and Principal in writing and every effort will be made to acknowledge your beliefs.

## NORTH-EASTERN EVENTS

The students, their families and other members of our community participate in numerous events throughout the year including:

- Family Picnics
- Montessori Journey
- School Production
- Music Concerts
- Art Exhibition
- Poetry Festival
- School Fundraisers
- Year 6 Graduation
- End of Year Community Celebration
- Working Bees

# Early Learning

## TODDLER COMMUNITY

### Signing In

Please sign in and out via the iPad/KIOSK provided in the entrance area upon arrival and upon departure.

### What to bring

- A school bag
- Lunch box
- Wide brimmed sun hat – Bucket hats are available to purchase from Reception
- At least two changes of clothes
- Reusable washing bag (optional) – available to purchase from Reception
- Gumboots for outdoor/wet play
- Indoor and outdoor shoes

Nappies are provided.

Clothes should be appropriate for the developmental level of the child. Clothing and shoes should be easy for your child to be able to learn to dress and undress themselves as much as possible. Care of the self is part of the Montessori Practical Life Curriculum.

### What to leave at home

Bringing toys from home is strongly discouraged unless it is a particular comfort toy/blanket for the child and they need this for emotional support.

The Montessori philosophy promotes emotional independence and does not favour the use of dummies. For children who still require a dummy for settling, educators will discuss with you how to best balance the needs of the child and together develop a strategy towards independence.

The use of drink bottles after the child is able to drink from a glass (around 6–8 months) is also discouraged in Montessori. Educators will work with families together to transition drinks from bottles to using a glass and jug.

## Snacks and Meals

Breakfast is provided between 7:30am–8:30am.

Fruit and a range of nutritious options are provided for morning tea, afternoon tea and late snack. Children assist with the food preparation for these meals.

Lunch is to be provided by parents. All containers should be clearly labelled.

Meal times are closely supervised and sharing is not allowed.

## CYCLE 1

### Drop-Off

Please refrain from entering the classroom. 'Kiss & Go' is recommended and highly effective and will allow your child to establish their morning routine.

### What to bring

- A school bag that your child can wear and zip independently.
- Lunch box
- Water bottle
- Wide brimmed sun hat – Bucket hats are available to purchase from Reception
- Change of clothes
- Reusable washing bag (optional) – available to purchase from Reception
- One extra piece of fruit for a communal fruit snack.
- Indoor and outdoor shoes

### What to Leave at home

- Toys (if there is a toy/object that brings your child comfort, they can keep it in their bag)
- Jewellery
- Valuables/money
- Lollies/treats

## Contact Numbers

### Toddler Community

0492 951 627

To be used from 7:30–8:30am and after 4:30pm.

### Before School Care – Kindergarten

0429 827 234

To be used from 7:30–8:45am and after 4:30pm.

### After School Care – Kindergarten

0493 597 319

To be used after 4:00pm

# Primary

## Independence

At North-Eastern we aim to encourage self-direction, self-discipline and a sense of responsibility. Our students become confident and capable.

Some ways to support your child's independence at School are:

- Encourage them to walk through the School gate and to their classroom independently
- Be responsible for carrying and packing/unpacking their own belongings - hat, drink bottle, lunch bag etc.
- Encourage them to speak to the teacher if they have any concerns or worries.

Each child will be guided to grow their independence at their own pace. This process will look different for every child.

## Toys

We highly discourage toys being brought to School. They cause distractions in the learning environment. This includes trading cards, such as Pokemon cards.

## Reading Books & Library

Home reading is an important part of reading progress and development for students in Foundation to Year 3. Parents are asked to read to or with their child, each night and return the book/s to School the next day. The teacher will assess each student to ascertain which book is 'just right' for them and assist with the process of selecting a book.

Children will have opportunities to read silently in class. If your child is an independent reader, they may like to bring a novel from home.

Cycle 3 Students visit the local library throughout each term. The library visit dates can be found on the School calendar. Students are set up with a library card to borrow and return books from the library.

## Individualised Learning

In a Montessori classroom, children work at their own academic level and pace. Extension and support are provided as required.

Janette Reimerink, Head of Inclusion Support & Shona Williamson, Deputy Head of School will work with students in Year 1 to Year 6 on a weekly basis using the Enriching Mathematical Understanding program (EMU) and the Macquarie University literacy intervention programs, Mini Lit & Macq Lit.

## School Camp

School camps offer our students a chance to develop teamwork, resilience, and social skills in a different environment. Camping experiences promote outdoor activities, fostering a connection with nature and providing opportunities for personal growth and self-discovery.

Cycle 2 students begin their camping experience with an overnight camp. Camp locations rotate on a three-year cycle to offer a variety of camping opportunities.

Cycle 3 students extend their camp time frame to a 2 night camp, which also have a three-year rotation on locations.

## Food / Lunches

Students require a healthy snack and lunch daily. We are an allergy aware School and manage allergies according to each classroom.

We ask families to avoid bringing nuts to School to support students who are anaphylactic to nuts.

Any food brought to School for sharing must have all ingredients labelled.

Teachers will let you know if there are any other specific foods to avoid bringing to School.

# Health & Safety

## CAR PARK PROCEDURE

Appropriate car park etiquette is expected from drivers and pedestrians at all times. If another parent/guardian is dropping off or collecting your child, they need to be informed of these practices too.

## CAR PARK RULES

- Pedestrians are required to keep to the footpaths at all times and cross only at designated crossings.
- Drop off zone is not for parking, the driver is to remain with the car for immediate pick up or drop off, maximum 2 minute stay.
- Cars are not to remain stationary in access ways, if there is no immediate parking available, cars are to continue through the car park and re-enter. This avoids blocking the entry and maintains emergency access at all times.
- No parking in the lower car park, this is for staff and deliveries only.

## SPEED LIMIT

The speed limit within the School Carparks is 5km/h (walking pace). The School Driveway is 10km/h.

## EXITING THE CARPARK

When exiting the School grounds, drivers must turn left into Aqueduct Road and observe the pedestrian crossing lights immediately adjacent. This is a Vic Roads regulation enforceable by a fine.

## USE OF THE LOWER CARPARK

Parents doing early drop off (before 8.00am) and late pick up (after 5.00pm) are welcome to use the bottom staff car park.

Special Parking: If you require access to the Staff Car Park, please contact Reception [hello@northeastern.vic.edu.au](mailto:hello@northeastern.vic.edu.au)



# Health & Safety Continued

## EMERGENCY MANAGEMENT PLAN

North-Eastern Montessori School has a comprehensive plan that is reviewed annually.

In the event of an emergency, parents will be contacted via SMS.

## CATASTROPHIC FIRE RATING DAYS

The School will close on an official Catastrophic Fire Rating Day. The School will be open as usual on all other fire rating days. Parents are responsible for the care of their children on the Catastrophic fire rating days.

Our Fire Refuge Building is the bottom of the Cycle 2/3 building. Please be reassured that the staff regularly practise Emergency Evacuation Procedures and the children will also have School evacuation practice.

## COMMUNICABLE DISEASES

Guidelines for the minimum period of exclusion from schools and Children's Service Centres for Infectious diseases cases and contacts are posted in classroom entries and the First Aid Room. If your child has had "gastro" they must stay home from school for 24 hours after diarrhea and vomiting has stopped to ensure minimal cross infection.

Requirements must be strictly adhered to. Please ensure you obtain a letter of clearance from your doctor for any contagious illnesses.

## MEDICATIONS

If your child is ill enough to require medication, then s/he should be resting at home. In cases where regular medication must be administered or a course of antibiotics is to be finished, a medication authority form must be completed and the medication must be handed to the First Aid Officer, Natalie Keating and in the original packaging. Medication Authority Forms are located on the Parent Portal or available at Reception.

## ILLNESS & ACCIDENT

In the event of an emergency, major illness or accident, an ambulance will be contacted. Every effort will be made to contact the parent/guardian prior to emergency services being phoned.

The School policy when a student is unwell is that they are triaged first by the attending teacher to assess the degree of illness. The teacher then directs the student to First Aid pending the outcome. Some students prefer to have quiet time in the classroom under the monitoring of the teacher. All North-Eastern Montessori School Staff are trained in First Aid.

A parent is called if the illness is deemed contagious or if your child requires additional support or rest.



# Communication

North-Eastern Montessori School has an open-door policy in all communications between families and staff. If you need to speak with your child's Cycle teacher upon arrival at school, please do so briefly before 9.00am. Alternately, you can leave a message with Reception.

If you wish to speak with the a teacher about your child's progress, an appointment needs to be set at a mutually suitable time. This ensures that you have a quality discussion together. It is strongly recommended that you book your child into OHSC during these times. Casual OSHC fees apply.

It is sometimes the case that there may be an issue which is not resolved after speaking with the Cycle Teacher. North-Eastern Montessori School has a Grievance Procedure which is available to everyone and is followed in the event of a disagreement. The path of communication is:

1. Classroom or Specialist Teacher
2. Deputy Heads of School
3. Principal

If you need to send a message to your child/child's teacher, we request that you phone Reception and leave the message with us. We do our best to not interrupt the learning in the classroom, and so we refrain from putting calls through to the classroom wherever possible.

## CALENDAR

The North-Eastern Montessori School yearly calendar is available on the Parent Portal and updated regularly.

## SCHOOL NEWSLETTER & COMMUNICATIONS

To keep you up to date with what happens at North-Eastern Montessori School, a fortnightly newsletter is published via email to School families. This includes diary dates, events, classroom news and lots more. Contributions to the newsletter from the School community are welcome with prior approval from the Principal.

## SENTRAL FOR PARENTS APP

The Sentral for Parents App is a School and Student management system that provides parents access to features such as:

- Newsfeed and daily notices
- Absence Notifications
- School Calendar
- Parent Teacher Interviews
- Sick Bay Notifications
- Access to School resources
- Access to School Newsletters





# Assessment & Reporting

## EARLY LEARNING

In Early Learning, educators use Portfolio reporting twice yearly (end of Terms 2 and 4) where families will receive their child's 'Snapshot Portfolio' and a comprehensive report of their learning. The portfolio is made up of samples of the student's learning for the semester, including photographs. At the end of the year, the student takes home the collection of work as a memento.

## FOUNDATION – YEAR 6

### Written School Reports

Parents receive two School reports from class teachers, and all specialist teachers, at the end of Semester 1 and Semester 2. Reports are uploaded and available on the Parental Portal. Sentral.

### In House Testing for Mastery

North-Eastern Montessori School uses a variety of didactic tools to assess students throughout the year. These are regularly reviewed to ensure that only the most appropriate and up-to-date testing materials are used suitable to our educational philosophy. This is an opportunity to have fun and engage in learning.

## PARENT TEACHER INTERVIEWS

Interviews with your child's teacher occur twice annually at the end of Term 1 and at the end of Term 3.

Parents are always welcome to make an appointment to speak with their child's teachers outside of classroom teaching time.

## NAPLAN TESTING

North-Eastern Montessori School participates in this national assessment for Year 3 and 5 students. The staff analyse these test results to further inform learning at our school. If you do not wish for your child to be part of this assessment, a request to have them excluded must be forwarded to the Principal in writing. The proforma for exclusion is available from the ACARA website <http://www.vcaa.vic.edu.au>

## TRANSPARENT CLASSROOM

Parents receive updates on their child's progress through Transparent Classroom. Transparent Classroom is designed to help you monitor your child's school journey simply and efficiently.

Parents will receive an invitation to the online platform upon enrolment.



# Parent Involvement

## POLICIES & PROCEDURES

Some of our policies are located on the School website for parents or on the SENTRAL for Parents App for those enrolled at North-Eastern Montessori School. All School policies are available from the School Reception and during office hours 8.30am to 4.30pm.

## WORKING BEES

North-Eastern Montessori School is fortunate to be situated in a beautiful natural environment. In order to keep our gardens enjoyable and safe for children and staff, families are invited to participate in working bees, occasionally arranged to conduct works and promote social opportunities. There is no requirement to attend these “bees” and parents may like to consider other ways in which they can contribute to School life, if unavailable on the day of the “bee”.

## PARENT HELPERS

Parents who regularly volunteer onsite will need to have a Working with Children’s Check. They will also need to sign-in and sign-out at Reception and sign the School’s Child Safe Code of Conduct.

## PARENT CLASSROOM PARTICIPATION

- Reading with students
- Supervising/organising craft, cooking and/or gardening activities
- Bringing your own family’s personal profession, experiences or cultural practices as a class life lesson
- For example, bathing a baby, celebrating Ramadan, talking about being a policeman
- Making materials at home

All parent participation in class activities is at the discretion of the Classroom Teacher. Confidentiality regarding the operation and individual student is expected.

## PARENT REPRESENTATIVES

Parent Representatives work as the liaison between the teacher, School and families. They help to organise social events with families outside of School, organise parent helpers when required and assist the School with Parent Communication.

## FAMILY & FRIENDS ALLIANCE

This committee is run by parents and works to establish greater connections between our community and identify opportunities for fundraising for our School. If you would like to join the FFA please email [hello@northeastern.vic.edu.au](mailto:hello@northeastern.vic.edu.au)



# Parent Involvement continued

We are a member-owned school run by the North-Eastern Montessori School Association trading as North-Eastern Montessori School. Parents and guardians can choose their level of involvement with the school, from voting at Annual General Meetings to standing for election to the School Board.

## How do I become a member?

The School Association is made up of members – a nominated parent or guardian from each family. When you enrol your child in the School, we will ask you to nominate which adult will become the member. This person will be entered on the official Member Register which is used at times like the Annual General Meeting to determine who is eligible to vote.

Each family has 2 votes. One person may hold both votes, or families can split their vote and both parents can have 1 vote.

You can change which person is the member at any time by asking Reception for a Membership Form.

## Member rights and responsibilities:

- Can attend, speak and vote on items at General Meetings
- Can stand for election to the School Board at Annual General Meetings
- Must comply with the School's Constitution, Board policies and School policies.
- Must have paid all fees and levies
- Must protect the privacy of personal and sensitive information, according to Privacy Laws.
- In the extremely unlikely event the School was wound up, members would decide which organisation would benefit from remaining assets and would have their personal financial liability limited to \$20.

## School Board

While the School Association owns the School, the School Board governs the School, making decisions on policies, strategic direction, and hiring the Principal. The Board does not make any decisions on the day-to-day operations of the School – that is managed by the Principal. The Board is made up of elected directors from the School members, and Board-appointed directors. The Board meets monthly and also has several sub-committees that work on special areas like buildings or legal and risk. You can email the School Board at any time with feedback on governance at [board@northeastern.vic.edu.au](mailto:board@northeastern.vic.edu.au).

More information:

<https://northeastern.vic.edu.au/our-school/school-board/>

We welcome you to our School!

