

MONTESSORI
sydney
pre • primary • high school

**PARENT
HANDBOOK**

SMS

SYDNEY MONTESSORI SCHOOL
99 - 107 MANCHESTER RD, GYMEA NSW 2229
TEL: 02 9526 3000, ADMIN@SMS.NSW.EDU.AU
WWW.SMS.NSW.EDU.AU

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Dear Parents and Caregivers

Welcome to Sydney Montessori School.

We are a vibrant community that lives by our vision, to guide each child, not just in the moment, but for life. It is a place where the children enjoy attending as the first stage of their journey of lifelong learning.

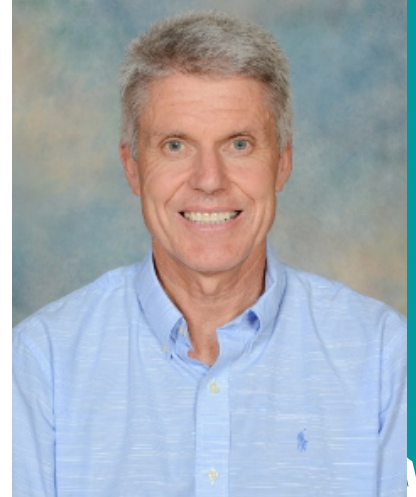
Montessori is a truly child centred learning approach where each child is given tasks according to their developmental readiness, It instils a love of learning as students are nurtured and supported in a calm 'prepared environment' that ignites the natural curiosities of the child.

Whilst many schools motivate children to learn through promises of various rewards, Montessori philosophy is based on the belief that if you develop an interest and take responsibility for your own learning, you learn better and more thoroughly. It is deeply tied to neuroscience and the natural developmental path of the child.

We want our children to explore and understand their world and its wonders as we lay the foundations for deep understanding, problem solving, knowledge acquisition, cultural understanding and respect. We value our parents who are very supportive and contribute to the rich tapestry that makes up our school.

Having chosen Sydney Montessori School for your child, we look forward to working with you as we guide and support your child on their educational journey with us.

Yours sincerely
Peter MacLean
Principal



Peter MacLean
Principal

Our Vision

To guide each child, not just in the moment but for life.

Mission

To inspire our students to be lifelong independent learners, develop their sense of wonder and promote them as peacemakers and leaders.

Values

At Sydney Montessori School our Educational Philosophy and teaching practice are research and evidence based.

As Montessori educators, we are committed to educating the whole person.

We foster a love of learning and an understanding of the world and our interconnectedness with it.

We value:

- Peer learning
- Curiosity, independence and achieving your personal best
- Empathy and courtesy
- Diversity and inclusivity
- Partnerships with our families and community

Our place- who we are

Our school acknowledges the Dharawal speaking people, traditional custodians of the land upon which the school is situated. Sydney Montessori School is a community-based school offering education for children from birth to 14 years of age. We offer playgroup, long day care, pre-school, primary and high school.

Sydney Montessori School aims to give children the opportunity to meet the highest level of education, social and personal outcomes, following each child's personal developmental trajectory, through the Montessori method of teaching.



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SCHOOL OPERATION & INFORMATION

School Times:

9.00am to 3pm for the **Primary school** for all other stages

8.50am to 3.03pm for the **High school** students

All Students can be dropped off at the school from 8.30am, not before.

In addition to these school hours;

Before School Care operates from 7am to 9.00am and

After School Care operates from 3pm to 6.00pm.

Vacation Care operates each year during the holiday period from 7.00am to 6.00pm.

First Steps Montessori Playgroup, 9.30am to 11.30am (morning session)

Children can attend Playgroup from approximately the age of 6 weeks until they are ready to begin in Stage 1 at approximately three years of age or Long Day Care as needed. Playgroup is located in its own building across from the end of Stage 1. Children attend one two-hour session per week. Parents/carers stay with their children throughout the two-hour sessions to aid the process of interaction with other parents/carers and children. Playgroup sessions are organised depending on enrolled numbers.

Long Day Care, Tara & Akasha, 15 months - 6 Years, open 7am to 6pm

Children must be signed in and out by parents at drop-off and pick-times.

Early Childhood Stage 1 - Kalina & Kiah, 3 - 6 Years

Stage 1 parents and guardians accompany their children to the entrance of their classroom and are responsible for their children until they enter the classroom at 8.45am. Children must also be accompanied at all times in the playground. The doors are opened at 8.45 am and the teacher greets each child at the door. The children enter the classroom on their own (unless there are exceptional circumstances), as it is preferable that the child walks away from their parent rather than the parent walking away from the child. The reverse procedure applies when children are collected. Children are not permitted to leave Stage 1 until collected by a parent or nominated responsible adult. It is important that children are collected promptly. If a parent is unable to collect their child personally, it is necessary to inform the teacher and the office and ensure we have authorisation of the person who will be collecting the child.

Primary Stage 2 - Jilalan and Junea (Years 1 to 3), Primary Stage 3 - Samsara & Wingara (Years 4 to 6), High School (Yr 7, 8, 9 & 10)

Stage 2, 3 and HS students do not need to be escorted to the classroom. Students are expected to be in class and ready to begin their activities by their respective times. Stage 2 and 3 may also leave independently at the end of school, provided written instruction to this effect has been signed by the parent/guardian and lodged with the office (via the Permissions Form.)

ATTENDANCE PROCEDURES

Late Arrivals

Children who arrive at school after 9:15am will need to report to the office for a late note. This note will be required by the teacher.

Early Departures

Parents or guardians who need to pick their child up from school any time during the day before their child's finish time will need to go to the front office to sign them out. Please inform the class teacher beforehand if you will be picking your child up early.

Late Pick up – Long Day Care

Children must be collected by 6pm. A late fee of \$18 applies for the first 10 minutes or part thereof and \$1.50 per minute after 6:10pm. This will be billed separately. The Long Day Care (Tara and Akasha) mobile out of hours is: 0406 137 772.

Absences from School

It is important that parents phone or email the office to advise of their child's absence from school before the start of classes. All families must provide a written or verbal explanation to their teacher or the school office on any day that your child will be absent from school. This should be provided in the morning prior to the start of your child's class.

It is a Department of Education requirement that parents of students who are absent for three or more consecutive days are to provide the school with a written explanation for the absence. Please include a doctor's certificate if relevant.

It is a requirement from the Department of Education & Communities that parents provide the school with an explanation for any absence. As per Department of Education requirements, leave must be sought from the Principal for an extended absences (i.e. for travel overseas). Please contact the Receptionist with this information on admin@sms.nsw.edu.au

Children should be at school at least 10 minutes before classes start. It is a focus of the school that children are arriving at school ready to properly begin the school day. Late arrival is disruptive to the class, embarrassing for the child, and difficult for the teacher. We understand that there are sometimes unavoidable delays but we ask that everyone makes every effort to develop in their children the habit of punctuality. Students who arrive at school after their class start time (9:15am) will be required to go to the office and receive a late note to give to their class teacher. This informs the teacher that the office has updated the attendance register so that the student is recorded as late rather than absent. Students from Stage 1 who arrive late will need to be accompanied to and from the office by a parent or guardian.

Parents are reminded that there is no teacher supervision of students prior to the designated class start time or after the completion of the school day. After school care has access to the hall and grounds between the admin building and primary classrooms. Parents are asked not to stay in these areas as it causes supervision conflict and duty of care issues. If you are staying for a short chat, or to see a teacher, please actively supervise your child. These areas must be clear for after school care by 3.30 p.m.

Out of School Hours Care

The Sydney Montessori OSHC Centre, run by 'TheirCare' (OSHC) are available to provide before and after school care. OSHC commences at 7.00 a.m and at the end of the day operates until 6.00 p.m. OSHC will 'deliver' students school each morning and 'pick them up' after school. Arrangements for enrolment are to be made directly with the OSHC on 0447 401 160 or via the School Office. Any child enrolled in the school can be enrolled with the OOSH service during term time and during vacation periods.

Term Dates and Breaks

Term dates are published on the schools website on a yearly basis. A draft of school Term dates and Long Day Montessori days of operation is normally available a 1 year in advance from the school office; we aim to publish these dates on the schools website by the end of term 3 in the preceeding year. Please also check the school Newlsetter for the Term Calender and with the schools admin team for future dates.

During a standard school day, within Primary school and Preschool there are child lead breaks for snacks and a class break for lunch and playtime. Within High School, whilst the timetable may vary on a term by term basis, students all recieve a common morning break (between lessons 2&3) and lunchtime (between lessons 4&5)

SYDNEY MONTESSORI SCHOOL LTD

Staff, parents and guardians of children enrolled at SMS Montessori School (families that have signed the Acceptance of Conditions of Enrolment) automatically become eligible to join as members of The Sydney Montessori School Ltd (SMS Ltd) which is registered with ASIC and is responsible for the school's administration. This membership has no financial or legal obligations, outside the payment of fees and levies. The SMS Ltd runs according to the guidelines set out in The Sydney Montessori School Ltd Constitution. Each family member is entitled and encouraged to become a member of Sydney Montessori School Ltd. All parents are encouraged to join SMS Ltd. If you are interested in joining please request an application from Administration.

The School Board (who are elected at each year's Annual General Meeting) are responsible for planning and overseeing the administration of the school and setting policies pertaining to governance. The Board approves a Chairperson and Treasurer who are chosen at the first meeting of the new Board following the AGM. The Board also has a company secretary, who is appointed by the Board and is normally the School's Business Manager. The Principal is a standing member of the Board. Minutes of meetings are taken by the Board Secretary.

All members of Sydney Montessori School Ltd have voting rights and members are strongly encouraged to attend the AGM, usually held in April/May. Ample notice is given of the date of the AGM and nomination forms for Board candidates are available in advance from the office. It is a preference of the Board that anyone seeking election to be prepared to remain on the Board for a minimum of two years to ensure continuity and a certain level of experience among Board members.

The Board runs a number of Sub-Committees that report to the Board:

- Education Sub-Committee
- Finance and Governance Sub-Committee
- Policy Sub-Committee
- Building Sub-Committee

Leadership of the school is held by the Principal, & Deputy Principal, Primary Coordinator and Early Childhood Coordinator, and Business Manager along with representatives from each teaching realm contributes to provide both practical and moral support for the Principal. Discussions are scheduled to offer a sounding board and an avenue for delegation of certain responsibilities and tasks and are intended to create a wider knowledge base and a stronger leadership for the school.

The Principal, Peter MacLean is accountable to the Board and is responsible for strategic direction, planning, and educational guidance, the administration of the school, staff matters, financial control and adherence to government regulations. The Principal is normally available **by appointment** between 8.30am and 4:00pm. Please see the Principal's Assistant to make an appointment.

ADMINISTRATION AT SMS

The Deputy Principal, Anna Firla is responsible for the daily operational functions of the school. This includes higher level discipline or welfare issues and oversight of the schools communication, teacher meetings and compliance (ACECQA, NESAs, IBO etc)

The Stage Coordinators and team leaders have a responsibility to oversee enrichment programs, curriculum development in liaison with the Deputy Principal, and daily organisation of the school. The Coordinators are normally available by appointment between 8.30am and 4:00pm. Please contact admin@sms.nsw.edu.au to make an appointment with a member of the school executive team.

Business Manager, Yvonne Eggins shares responsibility with the Principal for the management of the budget and are both responsible for the fiscal management of the school. The Business Manager role is responsible for human resources and facilities management of the school and is also responsible for maintaining and administering all financial accounts/fees as well as billing and invoicing of funds. The Business Manager also holds responsibility for compliance with government agencies and other institutions. Please see the Receptionist to make an appointment to see the Business Manager.

business.manager@sms.nsw.edu.au

Enrolment Registrar, Katie Macklin is the first contact for families for all admission enquiries, including tours, enrolments, orientations and transitions. The Enrolments Registrar is responsible for the daily management and all ongoing enquiries relating to whole school enrolments from 0-3 to High School. The Enrolments Registrar is responsible for marketing and co-ordinating Open Days and Information Events. The registrar also acts to support the Principal in a PA capacity.

enrolments@sms.nsw.edu.au

Receptionist, Allison Murrell The Receptionist is the first point of contact for absentees, students who are running late or other regular student issues, class lists and general enquiries. From time to time, the Receptionist sends out emails to all Association members as requested by the Board or Administration. The receptionist is responsible for all matters relating to school communications. This includes all ways the school communicates with the parent population, through Newsletters (short and long), the school's Facebook page and serves as a point of contact to make appointments with the schools executive. **admin@sms.nsw.edu.au**

SMS TEACHING STAFF AND LEAD EDUCATORS

FIRST STEPS EDUCATORS

Karen McRae, karen.mcrae@sms.nsw.edu.au

Vicky Savellis, vicky.savellis@sms.nsw.edu.au

LONG DAY MONTESSORI ROOM LEADERS

Nicole Hay (Tara) nicole.hay@sms.nsw.edu.au

Patricia Tadesco Villegas (Akasha) patricia.tadescovillegas@sms.nsw.edu.au

STAGE 1 MONTESSORI TEACHERS

Mika Shojima (Kiah) mika.shojima@sms.nsw.edu.au

Simone Denmeade (Kalina) simone.denmeade@sms.nsw.edu.au

STAGE 2 PRIMARY TEACHERS

Soula Lerantges (June) soula.lerantges@sms.nsw.edu.au

Joane Heming (Jilalan) joane.heming@sms.nsw.edu.au

STAGE 3 PRIMARY TEACHERS

Emma Lynch (Wingara) emma.lynch@sms.nsw.edu.au

Cameron Richmond (Samsara) cameron.richmond@sms.nsw.edu.au

HIGH SCHOOL TEACHERS

Derek Harbison - Science, Maths & Technology, derek.harbison@sms.nsw.edu.au

Hannah Andersen - English & HSIE, hannah.andersen@sms.nsw.edu.au

Leanne McNutt - Visual Art & PDHPE, leanne.mcnutt@sms.nsw.edu.au

Johanna Quionez - LOTE: Spanish, johanna.quionez@sms.nsw.edu.au

Madeleine Lytton - Music, madeleine.lytton@sms.nsw.edu.au

Vanessa Leah - Maths and Science, vanessa.leah@sms.nsw.edu.au

High School Coordinators, Leanne McNutt, (Year 7), Hannah Andersen, (Year 8),

Vanessa Leah, (Year 9), Derek Harbison (Year 10)

SCHOOL COMMUNICATION

SMS is a small, close-knit community where good communication is essential. The school aims to keep parents informed at all times through:

Emails

SMS aims to reduce the school's carbon footprint by relying less on hard copy handouts and more on direct email. Emails relating to administration, procedures, and day to day events will come from the school office, often from adminesms.nsw.edu.au

With regard to information to parents, we endeavour to keep email communications to a minimum and include all relevant information in our weekly newsletter (short and long version). The short version or snippets of information is delivered to your inbox on Thursday, and the long or full version of Newsletter is distributed each third week. **Please ensure you read these documents to be fully informed of what is happening at our school.**

Emails from teachers regarding day to day events to individual classes will come directly from the teachers own SMS email address, they may also be sent from the main office. Parents are always encouraged to check facebook page/newsletter for current upcoming events which will be the most up to date schedule of the school. Other documents are also available for download on the school's website. If you require a hard copy of any document throughout the year, please contact the office.

SMS Newsletter

The school Newsletter includes classroom updates and news, reminders of school activities and events and other important information for the coming weeks and beyond.

The Newsletter is distributed via email each fortnight on Thursday. Please read **all** of the newsletter, not just the sections which relate directly to your child, as many times important information is included in its pages. Please also check your spam box if you are receiving this for the first time.

Parent Interviews

Formal interviews between parents and teachers are conducted each semester. Notification about dates will be given via the usual school communications methods (email/school calendar). Timetables for the meetings are available online, from 'reception' or from the class teacher prior to meetings for parents to sign up to. Parents may also request additional interviews by making an appointment through the office. Interviews between the Co-ordinator, Deputy, Principal and parents are conducted as required.

SCHOOL COMMUNICATION

Parent Information Evenings

Parent Information Evenings are normally held each term for the purpose of educating and informing parents about different school related topics. Your teacher will offer a guided hands on and interactive opportunity for parents to explore the Montessori materials as we showcase how we teach the curriculum from the Montessori perspective. All stage teachers present to help parents understand how your child will learn throughout each stage of schooling.

Notification about dates will be given via the usual school communication methods (email/school calendar).

School Reports

Are completed by each stage teacher from Stage 1 to High School and are issued to parents in Semester 1 and 2 (twice a year).

Need to catch up with your child's teacher outside of reporting periods?

It is recommended that you make an appointment with the child's teacher when you have things to discuss. Our teaching staff will find a time to meet with you and give you their full attention. Please remember that while our staff are in class or dealing with other matters, they may not be available to answer your questions immediately. We encourage you to use email with our teacher/s appropriately and be mindful that they may not reply directly. Teachers are not expected to be reading or responding to parent emails out of normal work hours.

Transparent Classroom

Transparent Classroom is a platform used in EC for Early years development, parent portal and parent updates directly from the teacher. Transparent classroom is mapped to the EYLF, Montessori and EY curriculum and through this we share information with parents about our children's learning and the activities that take place within the Akasha and Tara classrooms.

Sandwich Boards

These are located outside of classrooms and outside the office ('bread boards'). They display school information, community notices and news of specific events or requests. They do not advertise private business. Parents are welcome to place notices on the board outside the office once they have been approved by the administration staff. Notices will be cleared regularly.

Word of Mouth

In a small community such as ours, information is often passed on by word of mouth. Sometimes these communications involve some misunderstanding. It is always advisable to check the accuracy of information accessed in this way by contacting the school directly.

All queries regarding your child should be addressed, in the first place, to the main class teacher. All queries regarding website, promotions and publications should be addressed to the office. All fee, policy and procedure questions regarding administration can be answered by the Business Managers. All enrolment queries and written notices should be addressed to the Enrolments Registrar.

SCHOOL COMMUNICATION

Communication Structure for SMS Families

Where to go if you have question about your child or SMS

Education matters

- Your child's experience in the classroom or school
- Your child's progress, including transition to the next stage
- Classroom procedures, material and activities



Class Teacher
Room Leader

Administration matters

- Fees
- Parent & Friends committee and events
- Enrolment, attendance, absence, general enquiries



School Office

Understanding our school

- Social activities
- Events
- Class activities
- Clarification from the Parent Handbook
- Attending P&F meetings



Class Liaison

Concerns

- Questions or concerns that haven't been answered or addressed by your first contact.



Teachers or Stage
Leaders,
Administration Inc.
Business Manager
Deputy Principal or
Principal

After School care and before school care



OOSH – TheirCare

PARENT VOLUNTEERS

Parent Liaisons

The Parent Liaison is a voluntary role at Sydney Montessori School ("SMS", "the School"). The purpose of the Parent Liaison is to work together with their relevant class teacher, acting as a liaison between parents and the teachers and School Administration.

Each class is assigned a Parent Liaison, chosen by the school management in agreement with the class teacher. The Parent Liaisons are coordinated by their class teachers and listed in the Newsletter at the beginning of the year.

The job of the Parent Liaison is to spread the word about school social events, welcome new parents, help them to settle in and provide information and assistance to all parents. Parent Liaison's abide by a policy which is available on the website within the volunteer handbook and should, at all times, be welcoming and helpful.

Here is an overview of the types of things the Class Liaison would typically help with:

- Welcome new parents to the school/class.
- The SMS enrolment officer will inform the class liaison of new families starting school.
- The class liaison will contact the new family the week the child commences school to see if they have any questions.
- Organise a coffee morning early in the term, to which all parents are invited. New families are invited personally by the class liaison as this is an opportunity to get to know other families.
- Follow up from time to time with the new family to ensure they are finding their way.
- Attend P&F meeting to ensure communication flows through from the committee to parents on events being organised.
- Support the class and the teacher when parent help is needed. Eg. Organise parent helpers to support class activities from time to time.

Kiah	Daniela Mattiace, kiahpl@sms.nsw.edu.au
Kalina	Anna Vlasova and Marina Ponomoreva, kalinapl@sms.nsw.edu.au
June	Vanessa Kapur, junepl@sms.nsw.edu.au
Jilalan	Paulette Touma, jilalanpl@sms.nsw.edu.au
Samsara	Leesa Pratt, samsarapl@sms.nsw.edu.au
Wingara	Lindell Pereira, wingarapl@sms.nsw.edu.au
High School	Nikhil Rughani and Tracey Flanagan, highschoolpl@sms.nsw.edu.au

THE ROLE OF PARENTS AT SMS

At SMS we treat each child with respect and endeavour to instil in our children a sense of inner discipline and responsibility for their own behaviour. We recognise that education is not just something that happens at school. Every experience a child has, good or bad, is a learning experience. The success of SMS' philosophy therefore depends very much on compatibility between school and home life. SMS recognises that the parent/guardian is the most important person in the child's life and the school aims to create a partnership in which parents are involved in their children's education.

Parents are invited to assist with a variety of activities within the classroom and the school- for example, P&F activities/events, busy bees, cooking, craft and accompanying children on excursions. Assisting within the classroom has many benefits - parents gain valuable insight into their child's day at SMS, teachers develop a closer relationship with parents and, most importantly, our children benefit both directly from the activities and from the joy of having their parent participate in their classroom.

**Please give Sydney Montessori School all the support you can.
Enthusiasm is infectious and our children are the main beneficiaries.**

SMS is a close knit community and as such is unable to operate successfully without the full support of all families within the school community. Parents are expected to be fully supportive of the school's philosophy and practice. Commitment is a life skill our children need to learn and they learn most effectively by following our example, so please attend any functions and events organised by the school.

Parent Days are held during the year and these give parents a chance to see their children in the class situation and to experience the school runs on a day to day level. Furthermore, each child's progress is recorded and shared with parents on a regular basis. However, parents are always welcome to bring any area of concern to the attention of staff as they feel necessary - open communication being the key to harmony. Each term we run a wide range of opportunities to be part of the school community including parent morning tea, grandparents day, busy bees.

The School Management and Board have a program of ongoing school improvement, however we rely on the community spirit and our parents' desire to share their specific set of skills with the school community. To assist in the ongoing development of the community spirit, the Parents and Friends Committee was created. All parents and guardians with children enrolled at SMS automatically become members of the P&F. You all have special skills that can benefit our school - please don't wait to be asked; your offers of help are always appreciated.

PARENT CODE OF CONDUCT

Sydney Montessori School (SMS) aims, with the cooperation and support of parents and guardians, to provide the best education for every child at the School. To ensure such cooperation and support, the Code of Conduct outlines the School's expectations for all parents and guardians (collectively, Parents) with students enrolled at our School. A summary of the code is provided here with the full document available on the school's website.

In developing the Code of Conduct, the School recognises that Parents ultimately want the best for their children. However, the School also expects Parents to recognise that it must ultimately balance the interests of all the School's stakeholders (including not only students and Parents, but also the School's staff and their right to a safe working environment).

This Code of Conduct operates in addition to any other School policies and procedures which apply to Parents and may be varied from time to time by SMS at its discretion.

Implementation:

- We expect all members of the SMS community, including parents and guardians, to demonstrate our values, profiles and attitudes within the School setting.
- All children, staff and parents have the right to feel safe at School. There may be times when you feel that the actions of another child or community member has infringed on your own or your child's rights. Under no circumstances is a Parent to approach another child whilst they are in the care of the School to discuss or chastise because of perceived actions towards their own child. Such an approach may be seen as an assault on the child and may incur legal consequences. If there is a perceived issue or conflict between students, communication should occur via the teacher not directly to another parent.
- Bullying behaviour has no place at SMS and will not be tolerated. This is true for adult-to-adult, adult-to-child and child-to-child interactions.
- Behaving in an aggressive and/or threatening manner towards staff is **not** acceptable. All interactions between members of our community must be in keeping with the School's values.
- Always approach any situation in a spirit of cooperation, understanding and genuine partnership.

PARENT CODE OF CONDUCT

Being a positive and supporting role model for our School

Parents are expected to support the educational ethos and values of SMS, model appropriate behaviours for their children to learn from, and work with our School as it educates and provides support to all students.

Parents can support our School and be positive role models by doing the following:

1. Comply with the School's policies, procedures and directions, and ensure their children do the same.
2. Respect (and show to their children they respect) that the School is inclusive and welcomes students from a variety of backgrounds, and with different needs.
3. Complete forms and provide permissions in a timely manner when requested to do so by the School.
4. Encourage their children to actively participate in the life of the School, including in the many extracurricular activities available (noting that some may be compulsory). It is important for parents/guardians to also engage with the School by supporting and attending events such as;
 - a. Celebration Evenings
 - b. Parent Information and Parent Education evenings
 - c. Parent / Teacher / Student Nights
 - d. Meetings to discuss behavioural or academic issues, as requested by teachers.
 - e. Co-curricular events that their children are participating in such as sport, drama and music concerts.
 - f. Community events such as Parents and Friends activities, which provide great opportunities for parents to engage with other families within the School Community.
5. Be responsive to concerns raised by the School about their own child, including by being cooperative, providing information and attending meetings when required.
6. Keep the School informed about a child's behavioural or educational needs, including by providing updated medical information as it becomes available. However, Parents need to also appreciate that while the School will take into account any new information, the School may not be able to accommodate every need.
7. Keep the School informed about a child's parenting arrangements, including any court orders that may be in place. However, Parents should not involve the School in parenting disputes, or expect the School to act as the go-between for estranged Parents.
8. Recognise the damage that gossip can do within a School community, and avoid unconstructive commentary (including criticism, uninformed rumours or speculation) with other Parents, including on social media and other chat forums.

PARENT CODE OF CONDUCT

Behaving respectfully towards the School community

SMS expects that Parents will behave respectfully at all times towards the School's staff (including employees, contractors and volunteers), students and other Parents. This applies not only to words used, but also to tone and body language.

"Respect" is intentionally a broad concept. The following is a non-exhaustive list of behaviours that are not respectful and will not be tolerated:

1. Bullying, intimidation, discrimination, sexual harassment, victimisation and child abuse.
2. Actual or threatened aggression or violence.
3. Behaviour that causes a risk to a person's health and wellbeing.
4. Defamatory or disrespectful comments.
5. Gossip, rumour, and innuendo.
6. Raising one's voice, or using offensive language, while communicating.
7. Age-inappropriate language when communicating with children.
8. Aggressive or intimidating actions, such as violence, threatening gestures, or physical proximity.
9. Aggressive or intimidating language, including the use of obscenities, making sexist, racist or derogatory comments or using a rude tone.
10. Treating members of the school community differently due to aspects such as their religion, sex or disability.

Use of technology and social media

The expectations set out in this Code of Conduct can also apply to the way a Parent uses technology and behaves online. For example, Parents are expected to:

1. Respect a staff member's professional and personal boundaries, by not using their personal online presence to raise School matters (or otherwise engage in disrespectful behaviour).
2. With the exception of public events with groups of students (i.e. a music concert), not take photos, videos or other recordings of another student without their Parent's consent, and not publish identifying information (including personal details, contact information etc) concerning a staff member, Parent, student or other member of the School community online without express consent.
3. Avoid publishing information which may bring the School (or any of its staff, students, Parents and other members of the School community) into disrepute. This includes where an image or recording shows a student behaving inappropriately.
4. Not communicate with other students outside of the School, including by email or on social media, without prior consent from that student's Parent(s).
5. Not discuss confidential or sensitive School matters, including in relation to grievances about a particular staff member or student, online.
6. Not set up any online website, forum or group which features the School's name in its title, or which may suggest that it is operated or sanctioned by the School that discusses school matters.

SMS CHARTER OF RESPECT

In all workplaces people have the right to feel respected. To ensure the wellbeing of students, staff and the community in our School, steps will be taken to address unacceptable behaviour. This may include restricting contact with the School community or, in more serious cases, referral to NSW Police. We attempt to resolve concerns through calm discussion between the parties directly involved, whilst respecting the dignity of each and every person and actively listening to another point of view.

The Best education happens when our parents and the school works together

All members of the school community have the right to feel safe and to be safe at school.

Rights of all Members of the School Community	Responsibilities of all Members of the School Community
<ul style="list-style-type: none"> I have the right to be treated with respect and politeness regardless of any differences I have the right to be happy and to be treated with understanding I have the right to be safe I have the right to a pleasant, safe, clean and well-maintained school environment I have the right to act if I am concerned about the way I am, or someone is being treated I have the right to ongoing awareness and education about what destructive behaviours are and how to handle them in the school environment 	<ul style="list-style-type: none"> I have the responsibility to treat others politely and with respect, not to laugh at others or hurt their feelings (<i>including when using digital technology</i>) I have the responsibility to make the school a safe place by not threatening, hitting or hurting anyone in any way I have the responsibility to keep other people's and the school's property safe I have the responsibility to cooperate with teachers, students and parents I have the responsibility to care for the school environment and its members, and to represent the school in a positive way I have the responsibility to act when I see poor or destructive behaviour and to respectfully raise concerns to the classroom teacher
Constructive Behaviours	Destructive Behaviours, such as bullying, and harassment include
<ul style="list-style-type: none"> You are responsible for your behaviour and thoughts You choose the type of person you want to be You model and encourage considerate ways to behave You contribute to a safe and supportive environment You speak with kindness and courtesy to each person with whom you communicate 	<ul style="list-style-type: none"> A repetitive attack or demonstration of disrespect Aiming to cause an imbalance of power Verbal: names, put-downs, threats, whispers, swearing, rude remarks Physical: pushing, tripping, stealing, hitting Social: excluding, ganging up, texting, emailing, online forums, ignoring Psychological: spreading rumours, dirty looks, jeering, hiding or damaging possessions

PARENT & FRIENDS (P&F) COMMITTEE

Involvement in the School

In a growing school such as ours, parent involvement in support of the schools goals is essential. The success and development of the school has been to a large extent due to the willingness of parents to give time and energy to work and contribute in a variety of ways.

The Continuation of this success will depend heavily on our future families and it is for this reason that parents are actively encouraged to become involved. Whilst personal and business commitments may make it difficult to participate in many activities, all parents can contribute in some way.

Involvement within the school can mean:

- Nominating for the School Board when a position is available
- Becoming a Classroom Representative/Liaison to assist teachers and new parents (e.g donating time, services, support etc) plus sharing school news and attending P&F meetings
- Offering administrative, or organisational assistance as required to the schools Admin Team
- Becoming a member of the school parent committee group, the P&F, which meets twice a term
- Volunteering

Welcome to SMS P&F Committee

The Parents and Friends Committee is made up of all parents and guardians who are part of The Sydney Montessori School. The P&F normally has three office bearers, Chairperson, Co-Chair and Secretary. These positions are open for election every twelve months with re-election to current positions available as desired.

The P&F reports directly to the Principal and through the Principal to the School Board.

The role of the P&F is to assist in the ongoing development of the greater school community through the organisation of family events, busy bees, and directed fundraising initiatives. The P&F normally meets at least twice each school term with meetings open to all members of the School Community. We advertise all upcoming P&F meetings in our newsletter.

PARENT & FRIENDS (P&F) COMMITTEE

P&F Vision, Mission and main objectives

Vision:

To foster and support a generous and welcoming community that participates in inspired, sustainable activities

Mission:

We provide a base that supports and strengthens our school community. We do this through a variety of social activities, targeting all stages and levels of the school, to encourage growth, stability and engagement.

The P&F's main objective is to:

- Support and assist in the various activities run by the school (parent morning tea, school disco, sports carnival, music nights, etc each family is encouraged to participate in school activities)
- Support and coordinate as needed extra school community events e.g Easter activities, Mothers/Fathers day stalls, Mango fundraisers, Graduation etc.
- Assist in busy bee coordination (there are several busy bees planned per year and a roster is drawn up to allow everyone to participate in the tasks needed to be done)

The families of the school provide the energy that will ensure our children can receive the high-quality Montessori education we wish for them.

Parent commitment means that you acknowledge the need for all families to help the school run smoothly and are available when help is needed. Along the way, you will learn more about your child's exciting life at school and the wonderful influences of a Montessori Education.

Volunteers

All volunteers within the school (and on excursions) are asked to be familiar with and abide by the Volunteer Code of Conduct. In some instances, this may require a volunteer to have a valid Working with Children Check (WWCC). Copies of the Volunteer Code of Conduct are available from the front reception desk and classroom teacher.

SCHOOL PROCEDURES

Anaphylaxis and Asthma

There are a number of students in our school community who have significant allergic reactions to foods or other allergens. Anaphylaxis is the most severe form of allergic reaction, is potentially life threatening and is normally diagnosed by a medical professional with an accompanying anaphylaxis plan. The peak body, the Australasian Society of Clinical Immunology and Allergy (ASCI), consumer groups and Government bodies do not recommend blanket food bans. However, implementation of strategies to minimise the risk of allergen exposure is recommended. Accordingly, SMS does not place a blanket ban on any particular food group, but adopts an 'education approach' within our broader school community and will apply a range of strategies, giving consideration to submitted anaphylaxis management plans, the year levels and age of the students and contemporary advice and training that is available and applied within schools.

If a child has an anaphylaxis management *Action Plan* parents must submit this to the school at the beginning of the year. These are required to be updated on a 12 month basis. We also request parents ensure that Epipens are within current use dates.

Sydney Montessori School trusts that non-allergic members of our community will continue to be sympathetic and responsible in the provision of foods, identifying ingredients if foods are brought in, and continue to be understanding of others in the consumption of allergens inside and outside the school environment.

Allergies and Known Medical Conditions

The school must be informed about any known allergies and medical conditions. Parents are required to provide the school with a health plan if their child has a medical condition. If there is ever a need to administer medication at school, written instructions and a consent form must be provided with the medication. The Department of Education (DET) requires schools (Inc. HS) and LDC services to keep current immunisation information for all children. Upon immunisation update, please forward the *MyGov Immunisation History Statement* to the Enrolments Registrar.

Administering Medication

If the need to administer medication at school arises a 'Medication Permission Form' must be completed with written instructions and consent to administer provided. Depending on the agreement, medications may be held by the classroom teacher or front office. Medications must not be left in the student's bag. Prescription medications will not be administered by staff without appropriate written instructions from the prescribing doctor or pharmacist.

SCHOOL PROCEDURES

Infectious and Contagious Diseases

In the case of all infectious diseases, the students must be excluded from school. Students may only return to school when they are no longer infectious. The school will follow the guidelines and advice of NSW Health. Unimmunised students are also excluded from the whole of the exclusion period, as outlined by the NSW Health.

Covid-19

As we have found with the onset of the Covid19 Pandemic over the last few years, from time to time transmissible diseases such as COVID-19, may require the school to make significant changes to its policies, practise and/or method of educational delivery to students. The school is required to take advice from the Department of Education, NSW Health Department and also takes advice from the Association of Independent Schools NSW (AIS). Under this guidance we will further implement best practice policies to meet required regulation and to ensure the safety of students, staff and the wider community.

Emergencies

In the event of an emergency. Sydney Montessori School has in place a clear procedure to ensure the safety of our children, staff and visitors. Emergency drills are practiced each term so that children are prepared and know what is required in the event of such an emergency.

In the event of an emergency, we will contact the person listed as the child's primary caregiver or emergency contact as soon as possible.

Accidents

Any accident which occurs while a child is in school care is dealt with according to the level of severity. Most staff members hold a First Aid Certificate and first aid kits are kept in each class. Staff will administer basic first aid as needed on the school site. In the event of a medical emergency, whilst we will endeavour to call parents, if a judgement is made that an ambulance is required this will be called for. Parents are informed about any significant incident as soon as reasonably possible.

Sick Children at School

Any child who is unwell is expected to remain at home until fully recovered. If illness manifests itself during school hours the child is cared for by a member of staff and the parent is contacted. If we are unable to contact the parent a designated emergency contact person is phoned.

Automated External Defibrillator

The school holds an Automated External Defibrillator in the administration office.

SCHOOL PROCEDURES

Transitions

The school implements a differential orientation and transition process to ensure that the school maintains the smooth running of classrooms at all times. In a Montessori school there are key points of transition which can be between Long Day Care (LDM) Tara Classroom to LDM Akasha, LDM to Stage 1 and between the Stages. The timing of the transition to the next class or stage grouping may vary depending on the age and stage of the student. The transitions are coordinated by the Enrolment Registrar in consultation with co-ordinators and with reference with teachers.

Immunisation

You are required to provide evidence of your child's immunisation when enrolling. This information is recorded and regularly updated. The Department of Education (DET) requires schools (including HS) and LDC services to keep current immunisation information for all children. Upon each immunisation update, please forward the MyGov Immunisation History Statement to the Enrolments Registrar.

Only children who are fully immunised or have approved medical exemptions from immunisation or are on a catch up scheduled are able to enrol in our Long Day Care and Pre-School Program. An immunisation History Statement must be provided on enrolment.

Student Medical Record and Permissions Form

The office requires a Medical Health Record and Permissions Form for all students. Families are required to fill in the forms upon enrolment and from time to time throughout the school year when any details have changed. Unfortunately, without the completion of these forms, students may need to stay home from school until the forms are received.

Withdrawals from SMS

When a child ceases to attend School on a regular basis, the child must be officially withdrawn from the rolls. This withdrawal includes the following:

A letter or email from the parent or guardian requesting withdrawal.

This needs to be on full term's notice. If a student is older than kindergarten age the parent or guardian must inform the school of the destination of the student (specific school/education program) Please email the withdrawal notice to: enrolments@sms.nsw.edu.au

Media Permission

It is normal practice for the school to take photos of students for the purpose of class bulletins, weekly newsletters, school facebook, and other school media publications. From time to time the school puts on performances, parents attending school functions are permitted to take photos. Parents should be aware that other parents may post their photos in social media. If there is a specific safety reason this shouldn't happen, or reason why your child may not be able to participate in such events please contact the school to inform us. Should you wish your child NOT to be photographed/filmed by the school, please advise the school in writing.

SCHOOL PROCEDURES

Behaviour

The disciplinary model within Montessori encourages self-discipline and positive approaches to misbehaviour. Self-discipline is fostered in many ways. The classroom environment is organised in an orderly, logical manner. Children choose work, which they are capable of doing and are free to use for as long as they wish without interference from others. This approach alleviates many problems of discipline, which might be present in another kind of environment. In addition, the mixed age group of each classroom allows the younger children to emulate the older children's more mature behaviour.

Children are respected and misbehaviour is handled with the following positive responses:

- Conflict resolution techniques are employed to resolve conflict in the classroom and on the playground.
- The actions (not the personality) of the child are criticised.
- Opportunities are provided for the child to express and define their feelings. Active listening is employed at all times.

The classroom teacher sets the tone for calm, logical and empathic resolutions by avoiding harsh words and sudden reprimands.

In the uncommon event of student misbehaviour, consequences may be based on a 'differentiated approach' based on considerations such as the nature of the incident (i.e 'minor' or 'serious') and whether the incident is of a repetitive nature. Consequences range from gentle redirection by a staff member, students being asked to work independently, differentiated learning and behaviour plan, removal from the classroom, conferences with parents or, in the extreme, suspension or expulsion.

In a primary/school setting, it is understood that children make mistakes and part of our role is to teach them respect and social skills, rights and responsibilities, that actions have consequences and to understand how their actions impact on others and their different points of view.

Peer Support

The Peer Support Program links an older student/s with a younger student/s to promote a caring, friendly and secure environment for all students. Students from Kindergarten to Year 6 develop social skills, self confidence and a sense of belonging to the school through this program.

SCHOOL PROCEDURES

Lunches and Snacks

SMS has a policy of encouraging healthy eating and most children bring packed lunches. Some classes also share a “special lunch” during the term. We ask that parents do not send lollies, chocolate, sugary snacks, fizzy drinks or anything of this nature to school as they may cause allergic or behavioural reactions, disagreements between the children, or raised sugar levels resulting in mood swings. If teachers see children with such items, they may be confiscated. If your child arrives at school without sufficient lunch and snack for the day, the school will provide available food for your child and the costs may be forwarded to the parents. In most cases, we will also try to call parents to allow them to bring lunch and snack to school before placing an outside food order.

Birthdays

Most children enjoy sharing their birthday with friends. We ask that you speak with the teacher prior to making any formal arrangements.

Hats and SunSmart

SMS school hats are available for purchase from the school office (although other hats may be worn). When outside, students attire should be consistent with good SunSmart practice – e.g. long sleeves and pants or long shorts are preferred, however, if long sleeves are not worn, then sunscreen must be applied before students play outside. There is an all year round ‘no hat, no play’ policy in operation at SMS. It is recommended that each child keeps a labelled hat at school. If your child requires sunscreen, please provide with the child’s name clearly labelled for use in the classroom or in the child’s school bag.

Head Lice

Head lice infestations are common in Primary Schools. If a child is noted to have head lice or nits, the parent will be advised and they child should not return to school until treatment with an effective method has begun. The child may return to school once they have been treated.

SCHOOL PROCEDURES

Lost property

The lost property box can be found in the reception entrance, items collected or left on from school grounds may be on your child's class verandah or in the lost property box. Reception will place all of the items on display table at the end of the term for parents to collect. Uncollected items will be offered to charity if not claimed.

Toys/Valuables

While we understand that children may wish to bring new toys/valuables to school, they are a source of distraction in the classroom and may get lost or broken. Please do not allow your child to bring toys or valuable items to school. If a child brings in such items they will be placed in the child's bag and/or may be held by the teacher until the end of the school day when they can be returned.

Laundry in Stage 1

At the end of each week any classroom laundry is collected and washed by volunteer parents.

Dress Code

Sydney Montessori School does not require its students to wear uniforms. It does, however, require that all its students are aware that before, during and after school hours they are ambassadors for the school and so are expected to take pride in their appearance and to dress appropriately. All items of clothing should be clearly marked with the child's name. A dress code policy is available on the school website. At the end of each term, lost property is generally left out on display for parents to pick up. Remaining clothing is donated to appropriate charities.

All children must wear some form of enclosed footwear to school and at school for safety reasons. Thongs are not an acceptable form of footwear as they do not provide adequate support for children's feet and have been responsible for accidents in the past. In the winter months the ground may become wet or muddy and children may wear gum boots, and a change of shoes may be kept in the classroom. A dress code policy is available from the office if required.

SCHOOL PROCEDURES

Dress Code - High school

While uniform is not a requirement at SMS we do expect that students dress in an appropriate and formal manner. Items of clothing that are deemed informal are:

- Items of clothes with rips- cosmetic or otherwise
- Dirty or stained clothes
- Clothing that is too revealing or items that are of a distracting nature to others
- Clothing featuring explicit images or content
- Clothing with political and/or inflammatory material

While High school is a time for expression in students, we do maintain that students express themselves academically and through their work rather than their appearance.

Makeup - In senior years (years 11-12) light makeup is permitted. In junior and middle years (7-10) makeup that is very natural looking or that serves a purpose such as concealer is permitted. There is to be no unnatural or exaggerated makeup.

Nail polish - Nail polish is permitted in senior years, but must be a natural or light colour. Nail polish in junior and middle years is not permitted.

Hair - Students with hair shoulder length and longer must tie hair back for safety reasons. No unnaturally dyed hair colours. Hair that may fall across the face should be pinned or tied back. Facial hair is not permitted for students (males should be clean shaven)

Jewellery - Rings - no rings, earrings- one set of sleepers or studs per ear. No dangly earrings. No facial piercings, necklaces- one simple necklace.

Personal Hand Held Electronic Devices

In general, personal electronic devices such as phones, iPads, music players and hand held games are not welcome at school and should be turned off and left in student bags. Teachers may make use of internet enabled devices such as smartphones/tablets/laptops as part of a specific learning activity. Staff will advise students of this beforehand.

For students in High School, mobile phones are allowed on school grounds but must be kept in lockers at all times. Mobile phones are to be turned off and not used throughout the day unless permission is sought from teacher/ teacher allows students to use phones.

Smart watches if used for text, music or phone must be kept in lockers during school hours.

Library

Children are encouraged to borrow books from the school library (where each class operates its own library from their classroom) in order to become familiar with the process of book selection and borrowing for the purposes of project work and reading for pleasure. There is also a selection of books for parents available for borrowing from the library. All students are required to bring their library bag to school on their designated days. If students forget their library bag, a replacement will be issued to them and a fee may be charged to the family account so that students may borrow that day.

SCHOOL PROCEDURES

Homework - Primary School

Homework, in a Montessori sense, is work that the child does at home as an extension of his or her own interests. This work should be meaningful and of high interest to the child; it should have a purpose. Homework may also include items where frequent practice is desirable such as learning sight words and number bonds etc.

In the lower years, homework can include a variety of activities, including household chores. It can help the child develop language skills, cultural awareness, make mathematics a real part of the home environment and give the child a voice in family decisions.

In addition to those activities that interest the child, homework may also consist of activities that have a great deal of meaning to the parent. Sharing that kind of activity with the child may be a way to expand the child's horizons and build a bond around that shared activity. Activities that are enjoyed together add to the child's repertoire of enjoyable activities which may serve to enrich the child's entire life.

Homework - High School

Homework has different purposes at different stages in a student's education, and the nature of that homework will reflect the development needs and educational requirements of each stage. It is not possible to complete years 9, 10, 11 and 12 without doing homework. However, the skill of balancing out-of-school hours to include recreation, physical activity, individual interests and homework needs to be introduced much earlier so that students will get the most out of their year 9 to 12 schooling and post-high school activities. High school homework, therefore, is part of a continuum of skill development.

"Homework" refers to anything related to a student's education programme that is not done at school during class hours. It can include activities as diverse as following-on from lessons, specific skill or subject related tasks, accumulating materials for an upcoming event, rehearsals, or lesson preparation. Homework can be assigned to a whole class or to individual students, depending on the needs of students at that time.

All students are given and are expected to do homework. The homework they are given is a meaningful, integrated part of their education programme. It has an obvious connection to the world in which we live and the world in which our students will have to be adults. It is never assigned simply to occupy time or to keep students busy.

SCHOOL PROCEDURES

External School Activities

Activities are offered from time to time and parents will be informed of what is on offer. Fees may need to be charged to cover the costs of running such activities.

Camps and Excursions

Camps for primary and High School students will be organised during the year and are a compulsory component of the school curriculum. Camps will be age appropriate with the inclusion of Interstate and International camps being offered to High School Students. Camp fees will vary and will be charged separately. Typically all teachers and assistants attend during student camps, an alternative on site program is not offered should your child not wish to attend.

Students are involved in excursions and incursions each term. A written note will be sent home informing parents of the nature of the excursion and method of travel. Parents are required to sign the permission slip and return it to the school prior to the excursion. Excursions are a compulsory part of the school's curriculum and students must attend unless they supply a doctor's certificate.

Swimming & Water Safety

When instructors are available in-term swimming and water safety may occur during the year and it is a compulsory component of the school curriculum for all students in Years 1 to 8. Swimming fees may be charged separately. Any fee charged is to cover the costs that are incurred from the bus hire, venue and swimming instructors. These are per-student costs regardless of whether a student attends or not. As such, the school is unable to pro-rata the fee for absences.

Music Lessons (Private)

Opportunities exist for SMS students to access private music lessons during school time. Subject to interest, we will endeavour to source tutors who operate on a fee for service basis. Currently we offer:

- Guitar (acoustic, classical, bass, lead)
- Violin
- Keyboard
- Voice and Dance

Private lesson prices vary on the instrument/instructor and are payable directly to the music tutor. Private tuition arrangements are made between the parents and the private tutor. School staff do not organise the schedules and any changes requested by parents should be made directly to the tutor. Private lessons may be held in the Music Room or other designated rooms in the school.

SCHOOL PROCEDURES

DROP OFF / PICK UP

When dropping off and picking up students from the School, Parents are expected to ensure the health and safety of all members of our School community, as well as the wider community, at all times.

Parents must comply with all traffic rules and any School traffic management system in place. This includes adhering to applicable speed limits, observing all traffic signs, limiting the use of car horns (unless indicating imminent danger), and parking appropriately and safely. Parents should ensure that their child is not left on School grounds unattended/unsupervised before 8:30am and after 3:15pm.

Parking and Traffic Management

Parking is available along Manchester or View Street with some commuter parking available in Premier Street. The direct parking zones in Premier street are not to be used by parents as they are reserved for our tradespeople. There is a designated "kiss and drop" area immediately in front of the front gate (Manchester road). Parents / carers are asked not to park or drop off in front of the neighbour's driveways, as we have had several incidents where this has upset neighbours and reflects poorly on the school. **Please note - there is no parking in front of the driveway gates into the school as these need to be kept clear for emergency access. Parents are also reminded that police and council monitor the area and will issue parking infringement notices as appropriate.**

Students who live near by and walk to school or catch the train including parents who commute and drop off children to the school may use the Premier Street entrance access.

Dogs On School Grounds

To ensure the safety of our students, dogs are not permitted on-site whilst children are present. Exceptions are made with permission from the School Principal i.e. if a dog is brought in for educational purposes, and for guide dogs.

Bicycles and Scooters

Students can park scooters and bicycles in the dedicated bike parking bays in the Primary playground.

Opal Cards

The school provides students with school owned Opal cards when on an excursion and using public transport.

SCHOOL PROCEDURES

Naplan

In Years 3 and 5 (7 and 9), all students take part in an annual assessment known as the National Assessment Program – Literacy & Numeracy (NAPLAN). NAPLAN tests the sorts of skills that are essential for every child to progress through school and life, such as reading, writing, spelling and numeracy. The assessments are undertaken nationwide every year in May (pending NESA timelines). Results are published approx in August.

Volunteers

Volunteers are welcome at SMS. Please see the school's Volunteer Policy for more information on volunteer roles, responsibilities, and the volunteer induction process.

Visitors

All visitors to the school (parents and other visitors) must sign in at the beginning of their visit to the school and sign out as they leave. The Visitors Book is at the front reception desk.

Cultural Diversity

Respect for religious and cultural diversity is a foundation of our practice. We encourage families to be open with us about their religious and cultural heritage and to share it with our classes. We strive to learn and teach about different religions and backgrounds with an underlying philosophy of teaching acceptance and respect for all. As Australians, Indigenous culture, history and practice is of particular interest to us and we strive to incorporate as much Indigenous cultural experience into our program as possible.

Respect for the environment and sustainability

It is important to us, children are educated to respect the environment and that the ethics of sustainability are embedded in our indoor and outdoor program. We do this by allowing our indoor and outdoor spaces to have natural flow, so that learning environments incorporate both areas seamlessly. We provide children with the means with which to re-use and recycle, including scraps to feed the chickens, tend to gardens for cooking, as well as recycling materials in the classroom. Explicit education around the environment and sustainability is embedded into our programming.

Maintenance Concerns

Any concerns or issues regarding maintenance of the school grounds or buildings should be put in writing and lodged at the front office (email is acceptable).

SCHOOL PROCEDURES

Grievances

All care is taken to avoid any situation which gives rise to a grievance. However, it is recognised that under some circumstances this is unavoidable and certain steps should be followed in order for the grievance to be heard and the grievance to be resolved. Any concern of an educational nature, which includes any incident in the classroom or playground, should first be brought to the attention of the main class teacher.

Any concern pertaining to the operational administration of the school should at first be addressed to the Business Manager. Any concerns regarding the curriculum should be addressed to the Stage Coordinator. The school has a Grievance Policy, available from the office and on the website, which outlines the steps to be followed if discussion with the teacher or relevant staff member does not resolve the matter.

Policies and Procedures

The list of the school's Policies and Procedures relevant to the parent community are available on the schools website or on request from the office. These documents are regularly reviewed by the School Board and updated as required.

Privacy Policy

Sydney Montessori School is bound by the National Privacy Principles contained in the *Commonwealth Privacy Act*. This means that SMS will not pass on your private details to any third parties without your consent, unless it is consistent with the purpose for which it was collected: e.g. enrolment data or attendance data may be provided to State or Commonwealth Departments of Education. For more information, please feel free to read the Privacy Policy available from the office or on the school website.

Professional Development Days and Staff Meetings

Throughout the school year staff attend professional development days and staff meetings, and on these occasions the school is closed to students and alternative arrangements for their care should be made by parents. These days will be communicated in advance and will be published on the website and school calendars.

Sydney Montessori School does not discriminate in its enrolment policies or procedures on the basis of gender, race, religion or disability.

Constructive feedback and suggestions about this document are welcome, please email enrolments@sms.nsw.edu.au.

