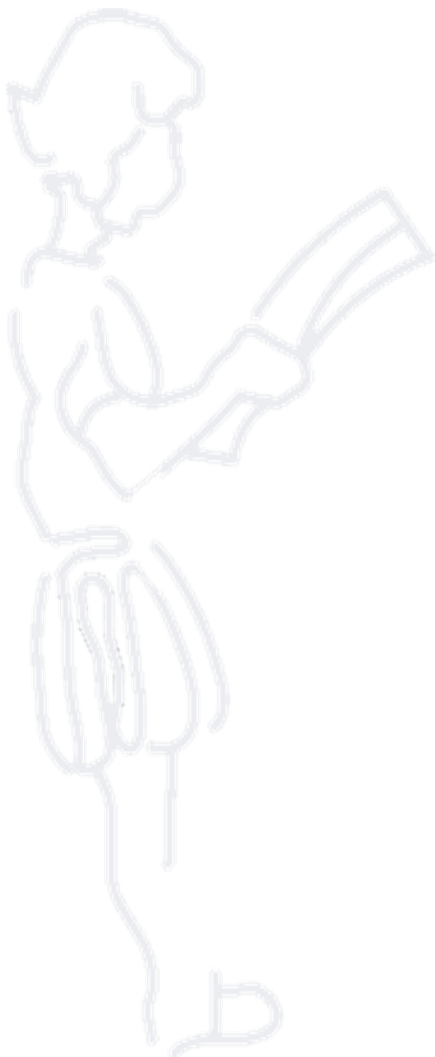




montessori school

Banksia Montessori School

Induction Checklist For New Parents



Banksia Montessori School

Induction Checklist For New Parents

Here is a checklist of items you will need to purchase, bring, do or know before your child commences at Banksia. We have left blank lines for you to add items as well.

To Purchase / Bring

| Items | Description | Done? |
|--------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------|
| School Uniforms | <p>School uniforms must be worn every day.</p> <ul style="list-style-type: none">- Banksia T-shirts, polo's, jumpers and zip jackets are available in red and blue (your choice) and they come in size 4, 6 and 8.- Banksia school hats are also mandatory. Hats must be worn when playing outside.- For the bottoms you can choose any plain navy or denim shorts, (tracksuit) pants, skirts or skorts. Please make sure these items are easy to take on/off so the children can go to the toilet by themselves.- Shoes or sandals should always be worn to school.- Slippers to wear inside the classroom <p>Uniforms may be ordered from the School Office at any stage throughout the Term.</p> | <div><input type="checkbox"/></div> <div><input type="checkbox"/></div> <div><input type="checkbox"/></div> |
| Mark all school items | All clothing, hats and bags should be clearly marked with your child's name. | <input type="checkbox"/> |
| School bag with spare clothes | <p>Always bring a school bag with a <u>full set</u> of spare clothes, including socks and underwear.</p> <p>During the changes of season, when the daily temperatures may change dramatically, it is advisable to pack a jumper or warm top in the school bag.</p> <p>It is advisable to apply sunscreen before arriving at school. Otherwise, sunscreen is available at the school.</p> | <input type="checkbox"/> |
| Tuesday Library Day | The school has a small children's library from which students are able to borrow books <u>every Tuesday</u> morning. On Tuesdays, please bring a labelled cloth library bag that can be hung up on your child's hook. | <input type="checkbox"/> |

| Items | Description | Done? |
|------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|
| Term Provisions | Families must provide 3 toilet rolls and 1 box of tissues per child each Term. Families with surnames A-K will be asked to provide these in Week 1 of the Term. Families with surnames L-Z will be asked to provide these in Week 5 of the Term. | <input type="checkbox"/> |
| | | <input type="checkbox"/> |
| | | <input type="checkbox"/> |
| | | <input type="checkbox"/> |
| | | <input type="checkbox"/> |

To Do

| Task | Description | Noted? |
|------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|
| Busy Bee (working sessions) | <p>Working sessions are held four times a year usually on the last Sunday before the beginning of term. All working sessions are compulsory for Option 2 Families.</p> <p>Each working session lasts for 3 to 4 hours, depending on the amount of work that needs to be completed.</p> <p>Tasks for the working sessions are focused on maintaining the school grounds and gardens, as well as enhancing the beauty and functionality of the school and its grounds. The tasks undertaken include objectives such as building sensory equipment, painting shelving or more long term goals such as planting and landscaping.</p> | <input type="checkbox"/> |
| Show and Tell Roster | <p>Each child is allocated a news day. Please only have your child bring something on their rostered day as we only have time to go through the rostered children on that particular day.</p> <p>Show and Tell is great for children to build their confidence when speaking to a group. It also teaches children to listen and take turns.</p> <p>We ask that NO toys be brought in – we suggest educational things, such as books, pictures of what you did on the weekend or on a holiday, something you found on the way to school or ‘telling news’.</p> <p>The roster is on the window near the pigeon holes.</p> | <input type="checkbox"/> |
| | | <input type="checkbox"/> |
| | | <input type="checkbox"/> |
| | | <input type="checkbox"/> |

To know

| Task | Description | Noted? |
|--------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|
| Term Calendar | A term calendar is posted on the Parent Noticeboard. Please note important dates in your agendas. A list of important dates will also be published in the Term Newsletter. | <input type="checkbox"/> |
| Correspondence / Pigeon Holes | Most of the school correspondence will be via email. Information will also be placed on the Parent Noticeboard regarding parent term and council meeting dates, excursions, school events etc. Some correspondence and the children's work will be given to families via their pigeon holes. These are located under the veranda on the west side of the building. It is important that all parents check the pigeon holes on a daily basis. | <input type="checkbox"/> |
| Student Absences | The school must be informed of any planned or unplanned absences from school. Please notify the school via email or phone, or complete an absence note. Spare absence notes can be found in one of the lower unassigned pigeon holes or ask at Administration. | <input type="checkbox"/> |
| Excursions and Incursions | One excursion or incursion is held per Term. A 1:4 ratio of adults to children will be maintained on any excursion. Volunteer helpers may be required for excursions. Excursion permission slips will be sent to parents prior to the excursion day. Signed permission MUST be given for your child to attend. | <input type="checkbox"/> |
| Parent Teacher Interviews | Conducted in Terms 2 and 4. | <input type="checkbox"/> |
| Parent Term Meetings | Parent Term meetings are held once a term. Dates and times of Parent Term meetings are posted on the noticeboard and placed in the newsletter prior to the meeting date. One AGM will be held during the year – usually in April. Parent Term meetings are mandatory for Option 2 Parents. It is highly recommended that all NEW parents attend. This will enable an introduction to the council members and their positions, an introduction to how the school is run and a general discussion of any issues that new parents may have. | <input type="checkbox"/> |
| Parent Education Evenings | These are held for parents to learn how the classroom is run in accordance with the Montessori philosophy. Parent Information Evening's are scheduled once every term. Please see the term calendar for specific dates. | <input type="checkbox"/> |

| Task | Description | Noted? |
|-------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|
| Fundraising Events | <p>During Parent Term Meetings, parents decide which fundraising events will be held during the term/year. Examples of these may include:</p> <ul style="list-style-type: none"> - Mother's Day high Tea - Casino Night - Family Movie Night - Sausage Sizzles - Woolworths Earn and Learn - Entertainment Books / KidzaBuzz Books - Banksia Garage Sale - Cadbury chocolate box sale <p>Note that the above is not a definitive list of events. Some events may run each alternative year.</p> | <input type="checkbox"/> |
| Invoices for Term Fees | <p>Invoices are issued in week 7 of each term for the following term and are due in week 9 of the term.</p> <p>Invoices are distributed electronically. Payment is to be made by direct credit by the due date.</p> | <input type="checkbox"/> |
| Notice period | <p>If due to unforeseen circumstances you need to withdraw your child from school, at least <u>one full term's notice in writing</u> must be given. In default of such notice, ten (10) weeks of fees will be payable from the date of notification of withdrawal.</p> | <input type="checkbox"/> |
| Class Observations | <p>The School welcomes parents who wish to observe their children at work in the classroom situation. However, prior notice of intention to visit is required. Please organise a suitable time with staff.</p> | <input type="checkbox"/> |

Some Key Events

| Event | Description | Noted? |
|---------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|
| Family Welcome Picnic | <p>Usually held on the second Sunday of Term 1, this event is to welcome new families to the school. All families are encouraged to come.</p> | <input type="checkbox"/> |
| Harmony Day Celebrations | <p>Conducted in Term 1.</p> <p>Students are asked to come in to school in their national costume. Families bring a share plate of food traditional of their nationality.</p> | <input type="checkbox"/> |

| Event | Description | Noted? |
|---------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|
| Easter Egg Hunt | Usually held in the last week of Term 1. Families are asked to bring in a small donation of a small bag of little (solid) Easter eggs. Preferably Easter eggs should be either made of white chocolate or Nut Free chocolate, due to possible student allergies. | <input type="checkbox"/> |
| Mother's Day Morning Tea | Held in Term 2. | <input type="checkbox"/> |
| Daffodil Day | Held in Term 3. Children are asked to dress in yellow or wear a yellow accessory and bring a gold coin donation to support the Cancer Council. | <input type="checkbox"/> |
| Father's Day Breakfast | Held in Term 3. | <input type="checkbox"/> |
| Photo Day | Held in Term 4. | <input type="checkbox"/> |
| Graduation Concert | Held at the end of Term 4. Children will be asked to come in a costume. | <input type="checkbox"/> |