



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 or do before your child commences at Banksia. We have left blank lines for you to add items as well.

To Purchase

| Items | Description | Done? |
|------------------------|---|--------------------------|
| School Uniforms | <p>Uniforms must be worn every day.</p> <p>Uniforms may be ordered from the School Office at any stage throughout the Term. Order forms can be obtained on the Parent Portal, on the Noticeboard or through the Office.</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, as well as a spare change of clothes in case of accidents. Shoes or sandals should always be worn to school.</p> <p>Hats must be worn when playing outside and it is advisable to apply sunscreen before arriving at school. Otherwise, sunscreen is available at the school.</p> <p>All clothing, hats and bags should be clearly marked with your child's name.</p> | <input type="checkbox"/> |
| Library | <p>The school has a small children's library from which students are able to borrow books every Tuesday morning.</p> <p>Please supply a labelled cloth library bag that can be hung up on your child's hook.</p> | <input type="checkbox"/> |
| Term Provisions | <p>Families must provide 3 toilet rolls, 1 box of tissues and 1 liquid hand soap (per child of the same family) each Term.</p> | <input type="checkbox"/> |
| Cup | <p>Please provide a small ceramic cup marked with your child's name.</p> | <input type="checkbox"/> |
| | | <input type="checkbox"/> |
| | | <input type="checkbox"/> |
| | | <input type="checkbox"/> |
| | | <input type="checkbox"/> |
| | | <input type="checkbox"/> |

To Do

| Task | Description | Noted? |
|--|--|---------------------------------|
| <p>Working Sessions (aka Busy Bees)</p> | <p>Working sessions are held four times a year usually on the last weekend before the beginning of term. All working sessions are compulsory, except for the one held over the winter holidays when it is not compulsory to attend.</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> | <p><input type="checkbox"/></p> |
| <p>Show and Tell Roster</p> | <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>We do understand that the children do get very excited about something new, but we cannot show someone's news from another day as we do not have the allocated time for this, and it encourages the child to remember their special day.</p> <p>Show and Tell is great for the children to build their confidence when speaking to a group and it teaches the other children to listen and take turns. 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> | <p><input type="checkbox"/></p> |
| <p>Pigeon Holes</p> | <p>Most of the school correspondence will be via email or can be found on the Parent Portal. 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.</p> <p>It is important that all parents check their pigeon hole on a daily basis. Information will also be placed on the notice board outside the school door regarding parent council meeting dates, excursions, etc.</p> | <p><input type="checkbox"/></p> |

| Task | Description | Noted? |
|----------------------------------|---|--------------------------|
| Excursions and Incursions | <p>One excursion or incursion is held per Term.</p> <p>A 1:4 ratio of adults to children will be maintained on any excursion. Volunteer helpers may be required for excursions.</p> <p>An excursion form will need to be signed by the parent allowing the child to attend the excursion.</p> | <input type="checkbox"/> |
| Class Observations | <p>The School invites parents 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"/> |
| Parent Teacher Interviews | <p>Conducted in Terms 2 and 4.</p> | <input type="checkbox"/> |
| Student Absences | <p>A sick note is required for any day of absence from school. In addition, the school must be informed of any other planned absences.</p> <p>Forms can be found in one of the unassigned pigeon holes.</p> | <input type="checkbox"/> |
| Parent Council Meetings | <p>The parent council meets two or three times a Term at 7.00 pm. Dates of Parent Council meetings will be posted on the blackboards a few days before the meeting and placed in the newsletter.</p> <p>One AGM will be held during the year – usually in May.</p> <p>It is requested that all new parents attend the first Parent Council meeting in the first term of their child's attendance at the school. 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.</p> | <input type="checkbox"/> |
| Parent Education Evenings | <p>These are held for parents to learn how the classroom is run in accordance with the Montessori philosophy.</p> <p>They are held in Term 1 and Term 3 and commence at 7.00 pm.</p> | <input type="checkbox"/> |
| Fundraising Events | <p>The events currently run each year are:</p> <p>Sausage Sizzles - conducted in Term 3, at which attendance is compulsory for all families.</p> <p>Woolworths Earn and Learn School Stickers – conducted in Terms 2 and 3</p> <p>Entertainment Books – Conducted in Term 2</p> <p>Note that the above is not a definitive list of events. An event may not be run in a particular year, another event may be run instead of one of the above, or an event may be added in a particular year.</p> | <input type="checkbox"/> |

| Task | Description | Noted? |
|-------------------------------|--|--------------------------|
| Invoices for Term Fees | Invoices are issued in week 7 of each term for the following term. Invoices are distributed electronically. Payment is to be made by direct credit by the due date. | <input type="checkbox"/> |

Key Events

| Event | Description | Noted? |
|---------------------------------|--|--------------------------|
| Harmony Day Celebrations | Conducted in Term 1. Students are asked to come in to school in their national costume. | <input type="checkbox"/> |
| Easter Egg Hunt | 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"/> |
| Arbour Day | Held in Term 2. | <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"/> |
| | | |
| | | |

Information Card

| Banksia Montessori School | | |
|---|--------------------------------------|--|
| Address | 17 Chatton Street | Dianella WA 6059 |
| Phone | 9275 5997 | |
| Website | www.banksia.wa.edu.au | |
| Bank Account Details | BSB: 036 059 | Account No.: 131 093 |
| Parents Portal | Username: banksiaparent | Password (case sensitive): BanksiaM0nt |
| Email Contacts | Administration | info@banksia.wa.edu.au |
| | Chairperson | chairperson@banksia.wa.edu.au |
| | Secretary | secretary@banksia.wa.edu.au |
| | Treasurer | treasurer@banksia.wa.edu.au |
| | Enrolments | enrolment@banksia.wa.edu.au |
| | IT | itofficer@banksia.wa.edu.au |
| School Administration Office Hours | Monday (Sandra) Wednesday (Grace) | 8:45am to 12:45pm |
| | Tuesday (Sandra) Thursday (Grace) | 8:45 am to 2:45pm |