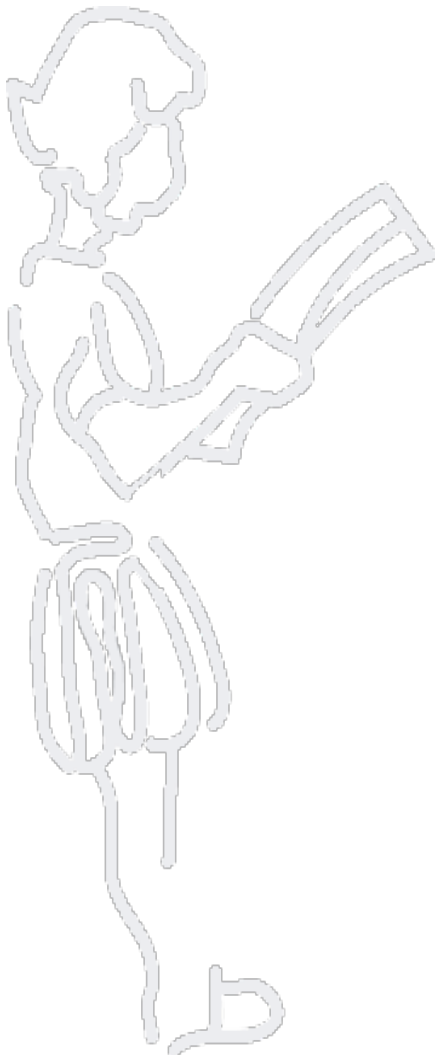




montessori school

Banksia Montessori School



Induction Checklist for New Parents

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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. Blank boxes are intended for you to add any reminders you see fit.

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 and they come in size 4, 6 and 8. Suppliers of school uniforms do not offer odd number sizes.- Banksia school hats are mandatory. Hats must be worn when playing outside.- For the bottoms, you can choose any plain navy 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.- Closed shoes should always be worn to school.- Slippers or inside only shoes, are to be worn inside the classroom <p>Uniforms may be ordered from the School Office at any time throughout the school year..</p>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Morning Tea	<p>Parents must provide their own morning tea for their child. This may include fruit and/or vegetables. They may be cut into a container or sent in whole. Please do not send your child with any dips, cheese or other foods for this snack.</p> <p>Note: Banksia is a nut free school, and from time to time when other food allergies occur these are included on the school food exclusion list.</p> <p>Please clearly mark the morning tea bag or container with your child's name. This is placed in the basket outside the classroom on arrival in the morning..</p>	<input type="checkbox"/>
Mark all school items	<p>All clothing, hats and bags should be clearly marked with your child's name. Unmarked clothing is very difficult to find in the event of it being mislaid.</p>	<input type="checkbox"/>

Items	Description	Done?
School bag with spare clothes	<p>Always bring a school bag with <u>a full set</u> of spare uniform clothes, including socks and underwear.</p> <p>It is also advisable to pack a school jumper when the weather turns cooler.</p> <p>Please apply sunscreen before arriving at school. Sunscreen is also available at the school for children to reapply if required.</p>	<input type="checkbox"/>
Tuesday Library Day	<p>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.</p>	<input type="checkbox"/>
Term Provisions	<p>Families provide toilet rolls and/or tissues per child each term. Half the families will be asked to provide these in Week 1 of the term. The other half will be asked to provide these in Week 5 of the term. The quantity and items required may vary from term to term due to existing stock levels. Please see the notice and email for quantity required each term.</p>	<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>

To Do

Task	Description	Noted?
Busy Bees (working sessions)	<p>Working sessions are held four times a year on the last Sunday before the beginning of term. Working sessions are compulsory for Option 2 Families. Option 1 Families are welcome to attend if they would like to do so.</p> <p>Each working session lasts for 2 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 gardening and outdoor maintenance plus some indoor cleaning and maintenance.</p>	<input type="checkbox"/>
Show and Tell/News Roster	<p>Each child is allocated a show and tell/news day. If a child misses their allocated day, they can bring the same item for show and tell the following week. Show and Tell/News is great for children to build their confidence when speaking to a group. It also teaches children to listen and take turns.</p> <p>No toys are permitted for Show and Tell/News. Please make every effort to help your child to select an item that is related to the theme for the term.</p> <p>The roster is displayed 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 diaries. A list of important dates will also be published in the Term Newsletter. Please note term calendars are subject to changes.	<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. The pigeon holes are located under the veranda on the west side of the building and will contain some parent correspondence but mainly children's work. 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.	<input type="checkbox"/>
Excursions and Incursions	One excursion or incursion is held per Term. A risk assessment is done prior to each event and the ratio of adults to children will be determined by this. Volunteer helpers may be required for excursions. Excursion permission slips will be sent to parents prior to the excursion day. Signed permission is necessary for your child to attend.	<input type="checkbox"/>
Parent Teacher Interviews	Conducted towards the end of Terms 2 and 4.	<input type="checkbox"/>
		<input type="checkbox"/>

Task	Description	Noted?
Parent Term Meetings	<p>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. Parent Term meetings are also to be found in the term calendars.</p> <p>One AGM will be held during the year – usually late March or early April. One member of each family is listed as a member of the school’s Association, and as such must attend the AGM, irrespective if they are Option 1 or Option 2 fee paying families. It is at the AGM that the school council is elected to represent the school community.</p> <p>Parent Term meetings are mandatory for Option 2 families. It is highly recommended that all NEW and Option 1 parents attend, in order to stay fully informed and be part of the decision making for the school.</p>	<input type="checkbox"/>
Parent Education Evenings	<p>These are held once a term and cover a variety of topics that are of interest to the parent community. Parents are invited to share with the school, topics that they would like more information about. Please refer to the Term calendar and notice board for further information.</p>	<input type="checkbox"/>
Fundraising Events	<p>During Parent Term Meetings, parents decide which fundraising events will be held during the term/year. Examples of these are:</p> <ul style="list-style-type: none"> - Mother’s Day high Tea - Family Movie Night - Bunnings Sausage Sizzle - Woolworths Earn and Learn - Entertainment Books / KidzaBuzz Books - Banksia Garage Sale - Cadbury chocolate box sale - Wine sales <p>Note that the above is not a definitive list of fundraisers. Some fundraisers may run every alternate year.</p>	<input type="checkbox"/>
Invoices for Term Fees	<p>Invoices are issued annually in January. Families who join the school later on in the school year will be invoiced for the balance of the year when they join the school.</p> <p>Invoices are distributed electronically. Payment is to be made by direct credit by due dates.</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 the event of not giving one full term’s notice, families will be expected to pay for another full term.</p>	<input type="checkbox"/>

Task	Description	Noted?
Classroom Observations	The School welcomes parents who wish to observe their children at work in the classroom. Observations may be booked in with the staff in administration. These observations are from 9:30 am to 10:30 am and parents are expected to sit quietly and observe only their child at work.	<input type="checkbox"/>

Some Key Events

Event	Description	Noted?
Family Welcome Picnic	This is held on the second Sunday of Term 1, and is hosted by the school's Council. This event is to welcome new families to the school. All families are encouraged to come for a fun day.	<input type="checkbox"/>
Harmony Day Celebrations	This usually falls in March of every year. Students are asked to come in to school dressed in a national costume that depicts their cultural heritage. Tables depicting different countries are set up with objects specific to that country and plates of food from that country. These are then shared with the school community	<input type="checkbox"/>
Easter Egg Hunt	This takes place just before the Easter school break. Families are asked to bring in a small donation of a bag of little (solid) Easter eggs. Please remember that Banksia is a nut free school.	<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. This date is scheduled one year prior with the school's photographer.	<input type="checkbox"/>
Family End of Year Picnic	Held in Term 4, this event is to bring all the families and staff together as a final farewell to the year and departing families. All families are encouraged to come.	<input type="checkbox"/>
Graduation Concert	Held at the end of Term 4. Details concerning the concert's requirements will be distributed to the parent body closer to the concert date.	<input type="checkbox"/>