



montessori school

Pre-Primary Photo book Procedure

1.1 Introduction

It has become a tradition at Banksia for the parents of the Pre-Primary children to create a book of photos for each departing Pre-primary child. This project is conducted towards the end of the child's Pre-primary year. The photos used are obtained from the school from the many portfolio photos which the educational staff have taken of the children during their time at Banksia.

1.2 Ordering Procedure

Pre-primary parents are to please note:

- A single copy of all these photos will be handed over to the Pre-primary parent who is co-ordinating the book.
- Only Pre-primary children who are exiting the school may be included in this book.
- The co-ordinating Pre-primary parent is to ensure that they have given the school administrator a thumb drive with sufficient space to download all the photos.
- The request to have these photos downloaded should be done by Week 2 of Term 4 and no later.
- Parents are reminded that the photos taken by the school are taken for the children's class portfolios and they may not necessarily be suitable for a book.
- The photos of the children are not in individual files and photos of all the school children over the relevant time period will need to be sifted through to identify those photos wanted for the book.
- Photos of other children attending the school may not be used in the book.
- Staff members will not take any additional photos for the book after week 2.
- Parents of children who exit Banksia prior to their child concluding the Pre-primary year, will not be given a copy of, or access to, these photos.
- A copy of the book is generally collectively gifted by the exiting Pre-primary families to the school for their peers to enjoy.

Fleur van Butzelaar

Principal

20 December, 2019.