



montessori school

Student Learning in the event of a Mandated Temporary Complete/Partial School Closure Policy

Revision Notice

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This Fee Policy document is:

- Version 1
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Revision History:

Version Number	Date	Modification	Author
1.0	11/09/2020	Final copy made	Fleur van Butzelaar

The Student Learning in the event of a Mandated Temporary Complete/Partial School Closure Policy for Banksia Montessori School will be reviewed every 3 years.

Signed by Chairperson on behalf of the School Council:

Date:

Fees Policy	
Signed by Chairperson:	Council approval date: September 2020
	Council review date: September 2023

1 Introduction

This policy describes the changes on student learning and fees, during a temporary school closure.

1.1 Background

Banksia Montessori School is a small independent school reliant on State and Federal school funding and school fees. The budget for each year is determined at the end of each previous year. The budget is based on expected Government school funding as determined by the number of funded students enrolled for any given year and the receipt of fees. Parents' fees for their children's tuition are annually determined by the expected enrolled student numbers. These predicted numbers determine whether school fees will go up or remain the same in a budgeted year. An annual budget makes provision for rent, utilities, maintenance, new equipment, incursions, excursions, transport, staff salaries, professional learning, mandated audits, community functions and information sessions. Therefore, the impact of either a partial or complete loss of funding and/or fees within a budgeted school year can be detrimental to the school. This Policy aims to minimise the impact of such a loss.

2 Policy Statement

- Mandated temporary complete/partial school closure may occur where there is an immediate or imminent threat to the physical health or safety of students, staff or community members.
- Principals are obliged to ensure that all practicable steps are taken to protect the health and safety of the school community.
- School closure may be due to school specific circumstances including but not exclusive of the following situations: emergency to health or safety or critical incident risk.
- A government agency may mandate the temporary complete/partial closure of schools in prescribed circumstances. A prescribed circumstance includes but is not exclusive to the following situations: emergency or critical incident, risk to health or safety, instruction from the Chief Medical Officer, epidemic/pandemic, days of persistent extreme weather conditions, closure during an extreme or catastrophic fire danger rating.

3 Responsibilities

3.1 Principal's Responsibilities

- Remain informed by Government agencies or their representatives, regarding possible general temporary school closures
- Inform the School Council that the School is mandated to temporarily close either fully or partially and the reasons for this closure and request the convening of an extra-ordinary council meeting

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- Inform the School community that the School is mandated to temporarily close either fully or partially and the reasons for this closure.
 - Revisit the school's resources at the extraordinary council meeting in order to determine their best use in the event of a temporary school closure
 - Advise and consult with educational staff re the temporary, complete/partial school closure and how this will impact them at work and in a personal capacity
 - Advise and consult with administrative staff re school closure and working from home
 - In conjunction with the School Council advise the Parent Body that with a temporary and complete school closure, student learning will be supported at home
 - The nature of full closure support will be determined by the principal/ head teacher in conjunction with Banksia's educational staff, as determined by the resources made available at the extraordinary council meeting and will be in the best interests of the student body as a whole.
 - Ensure that the Parent community appreciates that the school's temporary, complete school closure's on-line learning program is able to cater for three different cohorts of students and that this does differ in terms of the Montessori in-class, individual learning, with concrete materials that is offered within the prepared environment.
 - Inform the school community that on-line learning for a temporary, complete school closure will consist of a modified learning program planned and delivered to students so that they can continue to learn at home under the supervision of a responsible adult.
 - Inform the school community that where the School is mandated to remain open for in-class learning for some students, those students who choose to learn from home will be given learning guidelines in the form of a booklet covering all the Montessori learning areas, enabling them to continue with their learning via a responsible adult. These guidelines will differ from the on-line learning provided in the event of a temporary, complete school closure.

3.2 Finance Officer's Responsibilities

- Inform the Principal and School Council of changes in fees trends offered by other small, independent schools as a result of temporary school closures.
- Review the annual school budget to determine what resources the school has available for diversion to on-line learning in the event of:
 - a. Temporary, complete school closure
 - b. Temporary, partial school closure
- Based on the above, review the annual budget and advise the School Council and Principal at the extra-ordinary Council meeting of the resources available to the school during the expected closure period.
- Inform the Parent Community of temporary changes to their fees during the closure period as follows:
 - a. In the event of a temporary complete school closure, fees to be reduced by a percentage determined by the School Council at an extra-ordinary Council meeting held prior to the temporary complete school closure, taking into consideration the comprehensive on-line learning program being offered by the school.
 - b. In the event of a temporary partial school closure, fees of students **choosing** to learn at home, without this mode of learning being mandated or in the absence of a medical exemption certificate, are to be paid in full.

3.3 School Council's Responsibilities

- The School Council has a duty of care to provide a healthy, safe and secure workplace for the students, the staff and visitors to the school premises.
- Convene an extra-ordinary Council meeting prior to a school closure.
- Remain informed by AISWA (not the media or parent accessible government websites) of details in and around school closures.
- Support the Finance officer in her responsibilities.
- Support the school Principal by encouraging members of the school community who have concerns to:
 - a. Consult with Principal in the first instance
 - b. Participate in three-way meetings, to resolve any unresolved difficulties.

Review

1. Policy to be reviewed every three years.