



PERTH  
MONTESSORI  
—

# PERTH MONTESSORI FAMILY HANDBOOK 2026



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# TABLE OF CONTENTS

<b>1. WELCOME AND INTRODUCTION</b> .....	<b>4</b>
MESSAGE FROM THE PRINCIPAL .....	4
ACKNOWLEDGMENT OF THE WHADJUK PEOPLE OF THE NOONGAR NATION .....	4
MONTESSORI PHILOSOPHY OVERVIEW .....	5
SCHOOL VISION, MISSION AND VALUE .....	6
<b>2. COMMUNICATION AND RESOURCES</b> .....	<b>6</b>
CONTACT INFORMATION .....	6
2026 TERM DATES .....	7
SCHOOL CALENDAR AND EVENTS .....	7
DAILY OPERATIONS .....	7
<i>SCHOOL HOURS AND SUPERVISION</i> .....	7
<i>DROP-OFF PROCEDURE</i> .....	8
<i>EARLY PICK-UP PROCEDURE</i> .....	8
<i>ACTIVE TRAVEL TO SCHOOL</i> .....	8
<i>TRANSPORT AND PARKING GUIDELINES</i> .....	8
COMPASS STUDENT MANAGER .....	9
<i>ACCESS AND LOGIN</i> .....	9
<i>FEATURES</i> .....	9
PARENT CONSENT FORMS .....	9
EXCURSION, INCURSIONS AND CAMPS .....	10
NEWSLETTERS AND UPDATES .....	10
<i>WHOLE SCHOOL NEWSLETTER PUBLICATION</i> .....	10
<i>DAILY MESSAGES AND REMINDERS</i> .....	10
<i>CLASS COMMUNICATIONS</i> .....	10
ATTENDANCE AND ABSENCE REPORTING .....	10
<i>AUTHORISED AND UNAUTHORISED STUDENT ABSENCES</i> .....	10
<i>EXPLAINING STUDENT ABSENCES</i> .....	11
<i>LATE ARRIVALS</i> .....	11
<b>3. PROGRAMS AND SERVICES</b> .....	<b>11</b>
CHILDREN'S HOUSE .....	11
<i>DAILY SCHEDULE</i> .....	11
<i>SNACK AND WASHING ROSTER</i> .....	11
<i>LUNCH EATING AND FREE PLAY</i> .....	11
<i>MONTI-LITE</i> .....	12

LOWER & UPPER PRIMARY .....	12
<i>DAILY SCHEDULE</i> .....	12
<i>WORK EXPECTATIONS</i> .....	12
<i>SPECIALIST LESSONS</i> .....	12
<i>SNACK, LUNCH AND FREE PLAY</i> .....	12
<i>MOBILE PHONES</i> .....	12
ADOLESCENT PROGRAM.....	12
<i>DAILY SCHEDULE</i> .....	12
<i>WORK TASKS</i> .....	12
<i>BYOD PROGRAM</i> .....	12
<i>MOBILE PHONE AND DEVICE USE DURING SCHOOL TIME</i> .....	13
<i>AP LEARNING PLAN MEETINGS</i> .....	13
<i>AP EXHIBITIONS</i> .....	13
STATIONERY AND SUPPLIES.....	13
<i>DIGITAL TOOLS AND ONLINE SUBSCRIPTIONS AT PERTH MONTESSORI</i> .....	13
PARENT OBSERVATION .....	13
PARENT-TEACHER CONFERENCES.....	14
LUNCH ORDERS .....	14
EXTRA-CURRICULARS .....	14
<i>KEYBOARD AND PIANO TUTORING</i> .....	14
<i>LUNCHTIME AND AFTER SCHOOL CLUBS AND GROUPS</i> .....	14
INCLUSION AND SUPPORT .....	14
STUDENT COUNSELLOR.....	14
<b>4. HEALTH AND SAFETY .....</b>	<b>15</b>
ILLNESS & ACCIDENTS AT SCHOOL .....	15
<i>ASTHMA, ALLERGY AWARENESS AND ACTION PLANS</i> .....	15
<i>ANAPHYLAXIS</i> .....	15
<i>ADMINISTRATION OF MEDICATION</i> .....	15
<i>GUIDELINES FOR COMMUNICABLE DISEASES</i> .....	15
EMERGENCY MANAGEMENT.....	15
NUTRITION AND FOOD GUIDELINES .....	15
<i>HEALTHY FOOD AND DRINK RECOMMENDATIONS</i> .....	15
<i>NUTS &amp; FOOD ALLERGIES</i> .....	16
<i>SUSTAINABLE FOOD PACKAGING</i> .....	16
<i>WHAT NOT TO BRING TO SCHOOL</i> .....	16
DRESS CODE AND BELONGINGS.....	16
<i>SECOND HAND ITEMS</i> .....	16

<i>LOST PROPERTY MANAGEMENT</i> .....	16
<b>5. BEHAVIOUR AND EXPECTATIONS</b> .....	17
CHILD SAFETY CODE OF CONDUCT .....	17
POSITIVE DISCIPLINE AND MONTESSORI VALUES.....	17
STUDENT BEHAVIOUR.....	17
AFTER-SCHOOL PLAY GUIDELINES .....	17
<b>6. COMMUNITY ENGAGEMENT</b> .....	18
CAFÉ.....	18
PARENT EDUCATION SESSIONS .....	18
VOLUNTEERING.....	18
<i>PARENT &amp; FRIENDS COMMITTEE (P&amp;F) AND THE MONTESSORI CHILDREN'S CENTRE FOUNDATION</i> .....	19
CELEBRATING BIRTHDAYS.....	19
CONNECTING WITH FELLOW PARENTS .....	19
<b>7. POLICIES AND PROCEDURES</b> .....	19
COMMUNICATION, CONCERNS AND COMPLAINTS PROCESS .....	19
<b>8. GOVERNANCE</b> .....	20
SCHOOL STRUCTURE AND GOVERNANCE MODEL.....	20
<i>PARENTS AS MEMBERS</i> .....	20

## 1. WELCOME AND INTRODUCTION

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### MESSAGE FROM THE PRINCIPAL

Dear Families,

It is my pleasure to welcome you to Perth Montessori. We are delighted to have your family join our inclusive, personalised school community, where children and adolescents from playgroup to high school thrive in a nurturing and dynamic environment.

At Perth Montessori, our core purpose is to empower students in an environment founded on respect and resilience. In our carefully prepared Montessori classrooms, our dedicated educators work alongside students to inspire curiosity, independence, and a lifelong love of learning.

We believe deeply in the potential of every child to flourish at their own pace, provided they are treated with respect and given opportunities to explore their passions within a supportive and caring setting. Through the Montessori approach of “freedom with responsibility,” students are encouraged to make choices and develop accountability, fostering both confidence and character.

Montessori education equips children to navigate an uncertain future with creativity, critical thinking, and self-direction. Under the expert guidance of their Montessori guide, students are empowered to find their voice, pursue their interests, and develop the skills they need to succeed in life.

I encourage you to engage with our school community through our parent education sessions, open days, and events. You can also stay updated by following us on Facebook, Instagram, and LinkedIn.

We look forward to partnering with you on this exciting journey and welcoming you to our vibrant Perth Montessori community.

Warm regards,  
Sally Alderton  
Principal

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### ACKNOWLEDGMENT OF THE WHADJUK PEOPLE OF THE NOONGAR NATION

We acknowledge the Whadjuk Noongar People as the Traditional Custodians of the Lands and waterways where today the Perth Montessori community lives, works and learns.

Our vision for reconciliation is grounded in a commitment to acknowledging past and ongoing injustices, promoting equality and equality and demonstrating respect for all Aboriginal and Torres Strait Islander peoples and communities.

We commit to learning about and respectfully teaching our shared histories. We embed First Nations voices in the creation and delivery of our education programs and learning environments.

We nurture a united, inclusive community through practicing respect, grace and courtesy. As a Montessori community, our goal is that each individual, including Aboriginal and Torres Strait Islander children, families, staff and community experience a sense of belonging and can make a positive contribution to our interdependent world. ‘Establishing lasting peace is the work of education.’ Dr Montessori.

Perth Montessori is actively working on reconciliation. Please see our [Reconciliation Action Plan](#) for further information.

## MONTESSORI PHILOSOPHY OVERVIEW

Dr Maria Montessori (1870 – 1952), was Italy's first female physician but is best known for her ground-breaking work in the field of education and for her theory of child development. Dr Montessori's educational approach is based on her extensive observations of children's behaviour and learning patterns. She believed that education should be tailored to the natural development of the child's body and mind, and she emphasised the following key principles

- |  |  |
|--|--|
| <p><b>1</b> <b>Respect for the Child:</b> Recognises children as unique individuals deserving respect.</p>     | <p><b>6</b> <b>Observation and Guidance:</b> Teachers act as guides, offering personalised support.</p>                            |
| <p><b>2</b> <b>Prepared Environment:</b> Classrooms are thoughtfully designed for independent exploration.</p> | <p><b>7</b> <b>Freedom within Limits:</b> Allows children to choose activities within boundaries.</p>                              |
| <p><b>3</b> <b>Self-Directed Learning:</b> Encourages active, individualised learning at one's own pace.</p>   | <p><b>8</b> <b>Uninterrupted Work Periods:</b> Provides extended focused work times.</p>   |
| <p><b>4</b> <b>Multi-Age Classrooms:</b> Mixes different age groups for peer learning and social growth.</p>   | <p><b>9</b> <b>Practical Life Skills:</b> Teaches essential life skills and fosters independence.</p>                              |
| <p><b>5</b> <b>Hands-On Learning:</b> Utilises sensory-rich materials for concrete learning experiences.</p>   | <p><b>10</b> <b>Global Perspective:</b> Emphasises cultural awareness, peace education, inclusivity and respect for diversity.</p> |

## Montessori Learning in the 21st Century

While the Montessori Method originated more than one hundred years ago in continental Europe, it remains just as relevant today as during the first days of the *Casa dei Bambini* in Rome. In fact, [contemporary research](#) in the fields of neuropsychology and education supports its effectiveness in:

**Executive Functioning:** Montessori fosters crucial executive functioning skills like self-regulation and decision-making.

**Social and Emotional Development:** Montessori promotes pro-social behaviours, cooperation, empathy, and reduced competition and aggression.

**Creativity and Innovation:** Emphasis on hands-on learning and individualised projects encourages creativity.

**Diversity and Inclusion:** Valuing diversity and creating inclusive environments are hallmarks of Montessori.

**Neuroscientific Research:** The approaches used in Montessori classrooms align with contemporary understandings of learning and brain development.

*Encouraging curious, independent, lifelong learners.*

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## SCHOOL VISION, MISSION AND VALUE

### Vision

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Encouraging curious, independent, lifelong learners.

### Mission

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Empowering our children in an environment based on the values of resilience and respect.

### Educational Philosophy

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***“We must look to the children as a vehicle for bringing change to humanity.”***

***Dr. Maria Montessori***

At Perth Montessori, we promote respect of the child as a way to build their confidence and ability to think, act and learn independently. Providing students freedom to be themselves helps them develop their character. By engaging in hands-on activities and self-directed tasks students follow their own blueprint for learning.

The Montessori philosophy is at the heart of what we do and we make sure to include our community on the child’s learning journey.



## 2. COMMUNICATION AND RESOURCES

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### CONTACT INFORMATION

Reception Office Hours

Monday to Friday: 8:15am to 3:30pm

Phone: +61 (0)8 9362 3186

Email: [reception@perthmontessori.com](mailto:reception@perthmontessori.com)

Address: 150 Burswood Road, Burswood, WA 6100

Teachers may be contacted via administration using the email above as well as directly through Compass. Please note that teachers do not generally check email throughout the day so please send any urgent messages to reception. Staff respond to emails during business hours and endeavour to reply to you within 2 business days.

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## 2026 TERM DATES

<b>Term 1</b>	Mon 2 Feb to Thu 2 Apr
<b>Break</b>	Fri 3 Apr to Mon 20 Apr
<b>Term 2</b>	Tue 21 Apr to Tue 30 Jun
<b>Break</b>	Wed 1 Jul to Sun 19 Jul
<b>Term 3</b>	Mon 20 Jul to Fri 25 Sep
<b>Break</b>	Sat 26 Sep to Mon 11 Oct
<b>Term 4</b>	Tue 13 Oct to Fri 11 Dec
<b>Break</b>	Sat 12 Dec to Sun 31 Jan

Students Return Mon 1 Feb 2027

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## SCHOOL CALENDAR AND EVENTS

The school keeps its [calendar](#) in Compass and the website updated with school events and important dates. We recommend [adding our calendar](#) to yours or making use of the calendar feature in Compass to stay up to date.

At the start of the term, a term overview with upcoming events is sent via Compass for those who like to see it at a glance and stick on the fridge. While we do our best to avoid changes, at times these occur, in which case it is always safest to stay up-to-date with Compass notifications regarding changes and late additions.

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## DAILY OPERATIONS

### *School Hours and Supervision*

The School is open to students with supervision from 8:25 am - 3:15 pm.

Office hours are from 8:15 am – 3:30 pm.

Out of School Hours Care (additional paid service through TheirCare) operates from 6.30 to 8.40 AM and from 3:00pm - 6:00 PM.

Gates open	8:25 am
Classes start and gates close	8:40 am
Morning snack	Student's choice
Lunch Eating (Primary - Supervised)	12:00 pm – 12:10 pm
Lunch Recess (Primary)	12:10 pm - 1:00 pm
Dismissal*	3:00 pm
Gates locked	3:30 pm

\*Parents are asked to collect their children by **3:00pm**. If you are unable to collect or supervise your child from 3:00pm, please ensure you [book them into TheirCare](#).

Any student not collected by 3:15 pm will be supervised at the front office from where you will need to collect them.

Please refer to the [After Hours Play](#) section of this handbook for details on students playing at school after 3:00 pm.

### **Drop-off Procedure**

Gates open at 8:25 am. Students are greeted by a staff member at the gate before going to class independently. Gates close at 8:40 am. All students arriving after 8:40 am must be signed in at reception by their parent/carer, provide the reason for their lateness and collect a late note to take to their class Guide (teacher).

### **Early Pick-up Procedure**

For any student who needs to leave school prior to 3:00 pm, a parent/carer must put this in writing to their child's class guide and email or phone reception. The parent/carer is to come to reception to sign their child out. At no time will any student be permitted to leave with someone who is not on the "Authorised to Collect"\* list for that student.

Photo I.D. is required for those not already known to the school. Please refer to the section on [Nominated Emergency Contacts](#) in this handbook for more details.

### **Active Travel to School**

Our school is a member of the [Your Move Schools](#) program.

Your Move encourages students and their families to get active by walking or riding a bike or scooter to school.

Making a small behavioural change by actively travelling to and from school a few times a week can result in huge benefits for your child and the community:

- Reduced congestion, travel times and parking problems around schools
- Reduced carbon dioxide emissions around the school
- Lifelong improved health and emotional wellbeing due to instilling positive physical activity habits at a young age
- Improved concentration and academic performance

- More sustainable and cost-effective transport outcomes, such as reducing the need for investment in parking that may only be utilised for a short period each day, and reduced road infrastructure maintenance costs.

The school actively encourages children of suitable age to walk or ride to school and there are footpaths surrounding the school. However, as yet, there are no crosswalks nearby. Some streets have 40km/h flashing speed signs that come on during peak periods.

For older students, class guides supervise their exit from class to ensure that only children allowed to walk or ride home do and all others are kept back until a parent/carer picks them up.

### ***Transport and Parking Guidelines***

It is essential that you are familiar with the School's [Traffic Management and Parking Policy](#).

Parking must be "nose-in" only and should not be used for longer than it takes to collect your child from school (bays are 2 minutes zoned at drop off and pick up times).

Many parents choose to drive their children to school, but we ask that all who do, please be mindful that there is limited verge parking available and Egham Road gets easily congested during peak school times. The ToVP has advised the School that parking is allowable in the driveway cross-over in front of the large purple and orange roller door. However, parking is not permitted at any time along the yellow line that extends to Burswood Road.

We ask that all those who choose to drive, please take great care and drive slowly during peak times to ensure the safety of others. Respect other drivers, our neighbours and their properties and ensure that you do not park on anyone's verge or driveway unless you have the owners' express permission.

## **COMPASS STUDENT MANAGER**

Our school uses Compass as its main Student Information System. To access please bookmark the [Compass Parent Portal](#)

It is recommended to download the [Compass Parent Guide](#) for comprehensive information.

The desktop site has greater functionality and is the best place to access information and carry out tasks in Compass. There is a mobile app that is helpful, but please note that not all functionalities are available in the app.

### ***Access and Login***

To access Compass, you require a unique username and password issued by the school. These are provided to all parents by the school around the time they start school.

If you forget your password and need it reset, please [email admin](#) and they can do this for you.

### ***Features***

Through the Compass Parent Portal, you can:

- Send email communications to staff
- Access information regarding upcoming events and news
- View the whole school calendar
- View up-to-date schedules
- View your attendance records
- Approve or enter upcoming or past absences for your child or young person
- Approve permission for upcoming excursions online, including make payment where applicable
- Update your contact details, registered email and mobile number (used for SMS alerts) details
- View communications sent from the school to notify you of sick bay attendance, injuries, incidents, and overdue library book reminders
- Book Parent-Teacher conferences/meetings
- Access your child's Semester Reports

If you require any assistance to use Compass, please contact the school and we will assist you.

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## PARENT CONSENT FORMS

There are several services provided by the School that require a parental consent. Some are required by law to be updated annually. These are available as webforms on the school website:

[Consent for publication of photos and videos](#)

[Student Pickup Authorisation Form](#)

[Short-Term Medication Request Form](#)

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## EXCURSION, INCURSIONS AND CAMPS

Participation in excursions, incursions and camps is expected as part of the learning program. Consent will always be sought and required prior to students participating and will be requested via Compass. This process does not require any paper forms to be returned as your permission is sought digitally.

The cost of all excursions, activities and camps is included in your annual fees and levies, meaning you will not be asked to pay for any such events throughout the year.

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## NEWSLETTERS AND UPDATES

### *Whole School Newsletter Publication*

Our E-Newsletter is published three times per term and distributed via email. All parents and carers are added to the mailing list upon enrolment. The e-newsletter is an important way of keeping our community updated on recent news and upcoming events.

Should you wish to find a past issue or invite someone to subscribe, please visit <https://perthmontessori.com/for-parents/newsletter> to access the archive or sign up for future editions.

### *Daily Messages and Reminders*

Day-to-day news, events and reminders are sent out via Compass as a news item or an email. You will receive an email notification alerting you to this item, and in the app you should receive push notification if you selected to receive them. Please read these notices as they contain important communications for your child's schooling.

### *Class Communications*

At the start of each term, your child's teacher will send a class newsletter with information about the upcoming learning focuses, special events and routines, as well as how to contact them. Other classroom notifications will be sent by the guide via Compass.

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## ATTENDANCE AND ABSENCE REPORTING

Students with good attendance are more likely to do well at school. When students miss school, even if the time period is very short, it can lead to gaps in their learning which might make future lessons more difficult for them.

Regular attendance helps pupils to feel part of the school community and enables them to develop good relationships with their peers and other members of the school community. This can have a positive impact on their wellbeing and help them to feel more settled in school.

### *Authorised and Unauthorised Student Absences*

It is a legal requirement for schools to keep a record of attendance and the reasons for any absences. There are clear guidelines set out by the government about how schools should manage attendance and schools are expected to follow these.

An explanation of an absence from school by a parent/carer is recorded as with an authorised or an unauthorised absence.

An authorised absence is an absence where the reason provided by the parent/carer is considered to be legitimate and deemed acceptable by the Principal. An authorised absence includes a student being sick or unwell, a necessary family commitment or an unavoidable medical appointment.

An unauthorised absence includes reasons such as:

- sleeping in as a result of a *big* weekend
- participating in casual employment
- celebrating a birthday
- looking after other children,
- attending sport or other recreational activities that have not been approved by the school
- routine medical appointments that can be made before or after school or during school holidays
- going on a family holiday

The *School Education Act 1999* does not support principals giving permission for families to take holidays during term time. Events that can be rescheduled (e.g. family holidays) are not considered to be valid and are deemed as an unauthorised absence.

### **Explaining Student Absences**

The *School Education Act 1999* requires that an explanation of a student's absence is provided by the parent/carer within three school days from the start of the absence. A medical certificate is required for prolonged absences that are due to sickness or injury.

Where a student has been marked absent at any time during the day other than due to a school organised activity, they must explain the absence either with a note from the parent/carer, an SMS message, an email, or lodgement of an *attendance note* directly into the [Compass Parent Portal](#). The school attendance record is then amended to explain the absence.

### **Late Arrivals**

When children are late to school, they may initially feel unsettled and they might miss important information and activities. Regular lateness is something that is known to have a detrimental impact on students' learning and connection to school. All late arrivals must attend the office and sign the register.

## **3. PROGRAMS AND SERVICES**

### **CHILDREN'S HOUSE**

#### **Daily Schedule**

Mornings comprise the three-hour work cycle with as few interruptions as possible. Individual, self-directed work is the norm, but there are several specialist lessons throughout the week.

Younger children attend a more relaxed afternoon program focused on play and relaxation until they are ready to manage the demands of the full day in the classroom program (around 4 years). See *Monti-Lite* below.

Students attend classes in music, physical education and Indonesian language (pre-primary) with specialist teachers. Library visits are supported by our Librarian and the class guide. To borrow books, your child must have a waterproof library bag (available from Tudor). Daily reading books are also transported in this bag. Please ensure it is brought to school each day.

#### **Snack and Washing Roster**

Children's House classrooms have a snack and washing roster for students/parents/carers to assist with regular jobs for the class. This is usually emailed at the beginning of term.

Ideally, these are jobs intended as a component of your child's life skills activities. Involve your child in the process, better still; show them how to use the washing machine and insist on their help hanging it out!

The snack basket will be given to the rostered student at school pick-up time. Please provide mainly whole fruit and vegetables in line with the [Crunch&Sip guidelines](#). The whole fruit and veg. will be prepared by students as part of their practical life jobs during class time.

Your child's class guide will guide you as to appropriate quantities to provide, or any produce they would prefer you did or didn't provide. This will also include details of any allergies for other students in your child's class that you need to be mindful of.

### ***Lunch Eating and Free Play***

All students have lunch with their classmates and their class staff. For younger students lunches are checked to see that they are eating enough, and any unused items are kept by the children to take home so parents can monitor this. Please refer to the [Healthy Food & Drink](#) section of this handbook for details on appropriate foods and drink for students.

Students have free play from 12:10pm to 1:00pm. Children aged 3 years play separately in the playgroup yard for supervision reasons.

### ***Monti-Lite***

The first year of Children's House typically consists of half days. For working parents who wish their child to attend school for the full day, we provide an afternoon program called Monti-Lite. This program provides our youngest students with an alternative program focused on relaxation and play. Students are supervised by two of our regular educators in Biara classroom. They may nap, share stories, do craft and play with blocks, outside etc. All three-year-olds attending for the full day will be placed into the Monti-Lite program. When they approach four and are ready for extended days we will communicate with you on their transition to the regular program.

## **LOWER & UPPER PRIMARY**

### ***Daily Schedule***

Mornings comprise the three-hour work cycle with as few interruptions as possible. Individual, self-directed work is the norm, but there are several specialist lessons throughout the week.

### ***Work Expectations***

In cases where students are frequently not completing required tasks, they will be asked to finish these at home. In such cases, the guide will communicate with parents on expectations.

### ***Specialist Lessons***

Students attend classes in music, drama, visual arts, physical education and Indonesian language with specialist teachers. Library visits are supported by our Librarian and taken by the class guide. To borrow books, your child must have a waterproof library bag available from Tudor.

### ***Snack, Lunch and Free Play***

Snack may be eaten at the student's desired time. Lunch is eaten together outside from 12 to 12:10. Lunch play is at G.O. Edwards park twice a week and on campus the other two days.

### ***Mobile Phones***

Students are not permitted to use mobile phones during school hours. Mobile phone usage is unnecessary as students may be contacted via the school landline if needed. If your child requires a mobile phone for travel to and from school, they will be required to check it in with staff at the start of the day.

## **ADOLESCENT PROGRAM**

### ***Daily Schedule***

Junior AP students attend classes in visual arts, physical education and Indonesian language with specialist teachers. By Senior AP, specialist lessons are negotiated with students.

A morning break is taken from 11 to 11:15, with daily lunch eating and recess from 1 to 1:30. Once a week students take a longer lunch break and visit G.O. Edwards park. Students are dismissed at 3pm and may leave school independently.

### **Work Tasks**

Students may be set learning tasks in Compass. You can review the requirements and due dates through the portal. It is important that students complete all set tasks. Unfinished work will be required to be completed at home. Guides will send a 'letter of concern' to parents in the case of students not completing required work.

### **BYOD Program**

Students in the Adolescent Program (Year 7 and above) require a laptop for school use. An [information sheet](#) on the required specifications of the laptop, along with the school's [Acceptable Use of Technology](#) agreement are provided. All students and parents must sign and return the acceptable use agreement to the school.

### **Mobile Phone and Device Use during School Time**

The use of mobile phones and any other unauthorised electronic device is not allowed during the school day without express permission from the class guide. All phones must be off and away. Consequences for failing to meet this expectation are outlined in the [Digital Technologies Procedure](#) and [Acceptable Use of Technology](#) agreement are provided. All students and parents must sign and return the agreement.

### **AP Learning Plan Meetings**

All AP students have a parent/teacher/student meeting at the start of the term to set goals and discuss their work plan. Parent attendance is compulsory.

### **AP Exhibitions**

Students present evidence of their learning once a term. Parent attendance is compulsory.

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## **STATIONERY AND SUPPLIES**

You are not required to purchase any books or stationery as these are supplied by the School. To maintain the order and simplicity of the Montessori learning environment, we kindly ask that personal items such as pencil cases and toys are left at home.

### **Digital Tools and Online Subscriptions at Perth Montessori**

At Perth Montessori, we integrate a variety of digital tools and platforms to enhance learning, communication, and organisation for students and staff. These include:

- **Google Workspace:** All students are provided with a Google account for email, document creation, and collaboration. Tools like Google Drive, Google Docs, and Google Classroom streamline communication and foster digital literacy.
- **Microsoft 365:** Adolescent students use Microsoft Office tools such as Word, Excel, and PowerPoint to develop productivity skills and prepare for future academic and professional needs.
- **Transparent Classroom:** This Montessori-specific platform supports record-keeping and parent communication for students in Children's House to Upper Primary. Parents can log in to access updates on their child's progress, classroom activities, and more.
- **Britannica Online:** Students have access to Britannica's trusted digital encyclopaedia for research and learning, encouraging critical thinking and knowledge exploration.
- **ClickView:** This video content platform provides access to a wide range of educational resources, supporting classroom instruction and independent learning.

These tools are carefully selected to align with Montessori principles and ensure that students are equipped with the digital skills and resources they need for success. If you have questions about these platforms or require assistance, please contact the school office.

Links to these sites are available under the School Favourites menu in Compass.

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## PARENT OBSERVATION

The parent observation is an opportunity for you to see a dynamic picture of what life is like Montessori style – friends, directors, learning materials, as well as the less tangible atmosphere that is “home” for the child for so much of his or her working day. Parents/carers are encouraged to complete one observation a semester in their child’s class. To arrange a time, contact reception.

Please note, observations are not permitted in your child’s first term at school or in a new class.

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## PARENT-TEACHER CONFERENCES

Held mid-year, conferences are an opportunity to meet with your child’s guide to discuss their progress and needs. You will be informed of the conferences at the time and bookings are through Compass. Other interviews may be requested as needed throughout the year.

In 2026, parent-teacher conferences will be held on **Wednesday 1<sup>st</sup> July**. This is a pupil-free day to allow for conference meetings.

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## LUNCH ORDERS

Perth Montessori partners with [Lunchbox Hub](#), a premier lunch ordering platform focusing on fresh and locally sourced meals five days a week. This initiative is designed to provide our students with nutritious lunch options directly delivered to our school.

To begin please visit [Lunchbox Hub](#) and navigate to select 'Perth Montessori' from the schools list. You will then be able to add your child’s name and select their class. Once registered, you will be ready to place a lunch order. Orders may be placed in advance no later than 8:30 AM if ordering for same day delivery Monday to Thursday, and by 7:40 AM on Fridays.

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## EXTRA-CURRICULARS

### *Keyboard and Piano Tutoring*

Private instruction in keyboard/piano is available. Please enquire at reception.

### *Lunchtime and After School Clubs and Groups*

Students have opportunity to join various extra-curricular activities throughout the year. Options will be published at the start of the term with an expressions of interest process to determine registration. These vary depending on staff availability and student interest. Some activities are provided as part of our educational offering, and others are extras provided by external contractors and therefore there is a fee charged.

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## INCLUSION AND SUPPORT

Students with disabilities, learning difficulties or differences as well as those who require some additional assistance with literacy and numeracy will be referred to our learning support team. Caroline Kennedy coordinates all matters related to inclusion, disability funding and support. Shamim Misso provides one-on-one and small group intervention for students needing additional support.

If you have questions on the above, please contact Caroline at [caroline.kennedy@perthmontessori.wa.edu.au](mailto:caroline.kennedy@perthmontessori.wa.edu.au)

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## STUDENT COUNSELLOR

Our student counsellor, Stefani Caminiti, works two days per week providing wellbeing support to students. Stefani Caminiti is the former founder and CEO of The Inner Ninja Foundation. Stefani is a registered counsellor, an avid mental wellness advocate and international speaker. Stefani has completed a bachelor's degree in psychology and counselling and a master's degree in suicidology.

Stefani has volunteered, worked and provided expert advice and consultation within the mental health sector for the past 15 years for various esteemed organisations. Stefani has a passion for working with youth and making their voices be heard.

Students are referred to Stefani if they require support with mental health, friendships, emotional-regulation, grief and loss. She provides short-term intervention and will refer to external agencies when students require ongoing support. Stefani works Monday and Tuesday. Email:

[Stefani.Caminiti@perthmontessori.wa.edu.au](mailto:Stefani.Caminiti@perthmontessori.wa.edu.au)

## 4. HEALTH AND SAFETY

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### ILLNESS & ACCIDENTS AT SCHOOL

The School policy when a student is unwell is that they are triaged first by the attending teacher to assess the degree of illness. If necessary, the teacher will direct the student to reception for assistance. Some students prefer to have quiet time in the classroom under the monitoring of their own class guide. All teaching staff are trained in First Aid.

In the event of a minor injury or accident, the attending teacher will complete an incident report in Compass. A parent/carer will be called if the student requires additional support or rest, or the illness is deemed contagious. For head bumps you will be informed so you may monitor for signs of concussion.

In the event of an emergency, major illness or accident, an ambulance will be contacted. Every effort will be made to also contact the student's parent/carer as soon as possible. Emergency contacts are called upon if contact with you cannot be made.

#### ***Asthma, Allergy Awareness and Action Plans***

Students with asthma and allergies and/or anaphylaxis must have an approved ACSIA management plan updated every year and provided to the school. It is important that an emergency plan is prepared and that the school is provided with medications to respond to emergency situations.

#### ***Anaphylaxis***

Anaphylaxis is the most severe form of allergic reaction and is potentially life-threatening. It occurs following exposure to an allergen (food and non-food such as pollen, insect stings and medication) to which the student is already sensitive. It must be treated as a medical emergency, requiring immediate treatment and urgent medical attention.

If your child suffers from anaphylactic allergies please contact your child's class guide to discuss the details as soon as possible. It is important that an emergency plan is prepared and that the school is provided with an epi-pen or other medications to respond to emergency situations.

#### ***Administration of Medication***

In cases where regular medication must be administered or a course of antibiotics is to be finished, a [consent to administer medication form](#) must be completed by a parent/carer and the medication provided to the front office or to the class Director (in the original packaging). Please come to the front office to complete the form.

If the course of medication is ongoing, please provide supporting documentation from your child's GP or Specialist. A covering letter may be helpful to accompany the medication in the interests of efficiency.

#### ***Guidelines for Communicable Diseases***

You must report to the school if your child has contracted a communicable disease or illness of any sort and comply with a directive to exclude them from school if requested.

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## EMERGENCY MANAGEMENT

Perth Montessori has a comprehensive emergency plan that is reviewed annually. All staff are briefed on the plan and drills are conducted with the students at periodic times during the school year to ensure the procedures are familiar to all.

In the event of an emergency, the School's telephone system will be diverted to the School's mobile phone (or the delegated head staff member on-site), and parents/guardians will have direct access to this number for communication.

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## NUTRITION AND FOOD GUIDELINES

### *Healthy Food and Drink Recommendations*

The food children eat directly affects their ability to concentrate and learn, interact with others as well as their general health and wellbeing. Please ensure that your child brings a healthy, nutritious lunch and morning snack. PM recommends families follow the [Crunch&Sip guidelines](#).

Students must bring their own, clearly labelled, drink bottle to school. Drinks other than water are not necessary and not recommended.

### *Nuts & Food Allergies*

PM follows the guidelines of the Australasian Society of Clinical Immunology and Allergy Inc. (ASCIA) which recommends risk minimisation regarding nut and food allergies. Please refer to the [Allergy Aware Best Practice Guidelines](#) for further information.

In summary, ASCIA does not recommend the implementation of blanket food bans or attempts to prohibit the entry of specific food substances into schools due to allergies. As such **Perth Montessori is not a nut-free school.**

If you have concerns regarding the management of your child's allergies whilst they're at school, please contact their class guide as soon as possible to discuss an appropriate action plan.

### *Sustainable Food Packaging*

We strongly encourage the reduction of packaged products and processed foods in students' snacks and lunches.

### *What NOT to bring to School*

We do not permit chips, lollies, sweets, chewing/bubble gum, chocolate, flavoured milk/juice or fizzy soft drinks to be brought to school.

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## DRESS CODE AND BELONGINGS

At Perth Montessori, we encourage independence, respect, and lifelong learning. Our [dress code](#) supports these values, guiding students to make practical and socially appropriate clothing choices that align with the learning environment.

At Perth Montessori, students may choose to wear the uniform (see below) or clothing that meets the guidelines of our dress code.

**The School's Broad Brim Hat is compulsory for all students in Children's House and Primary, and is available from the school directly.**

[Perth Montessori uniforms](#) can be purchased from our supplier [Tudor Uniforms](#) either online (24/7), in-store or at one of the back-to-school shopping days (TBA per term).

Unit 1/75 Excellence Ave  
Wangara, WA 6065

+61 (0)8 9408 2666

[hello@tudorschooluniforms.com.au](mailto:hello@tudorschooluniforms.com.au)

Sizing kits for uniform items are available through school reception. We strongly recommend parents/carers get their child(ren) to try items before placing an online order to ensure correct sizing.

### **Second Hand Items**

The school stocks a small collection of second-hand items for purchase at reception. Items are priced between \$5 and \$15.

### **Lost Property Management**

Students are required to have their clothing and belongings labelled. The lost property box is located in the keyboard tutor room next to the Café. Parents/carers are welcome to check the box at any time for items that may have gone missing. Staff members do their best to hand back items when they know to whom they belong.

At the end of each term, all items that have not been claimed and are in reasonable condition will be cleaned and donated to the second-hand uniform supply.

## **5. BEHAVIOUR AND EXPECTATIONS**

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### **CHILD SAFETY CODE OF CONDUCT**

Our School has expectations of behaviours and boundaries for all individuals interacting with children and young people within our community. This includes all teaching staff, non-teaching staff, Board members, Volunteers (direct and indirect), Third Party Contractors, External Education Providers and parents/carers. These are outlined in more detail in our [Child Safe Code of Conduct Agreement](#).

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### **POSITIVE DISCIPLINE AND MONTESSORI VALUES**

At Perth Montessori, Positive Discipline is woven into how we support children and build community. Grounded in mutual respect, it aligns naturally with Montessori principles—helping children develop self-discipline, independence, and a genuine sense of responsibility.

Instead of punishments or rewards, Positive Discipline encourages thoughtful choices, respectful communication, and problem-solving. Children learn to understand the impact of their actions and build the social and emotional skills they'll carry into adulthood.

Key elements include:

- Clear, respectful boundaries that support safety and dignity
- Freedom paired with responsibility
- Encouragement that focuses on effort and growth
- Solutions rather than punishments

By modelling these principles, we nurture resilient, empathetic, capable young people. We encourage families to draw on the same approach at home, helping children experience consistency and confidence across school and family life.

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### **STUDENT BEHAVIOUR**

Our Behaviour Management Policy and Procedure set out how we support students to meet our expectations, as well as the consequences that apply when these expectations aren't followed. While our approach is grounded in Positive Discipline and mutual respect, students are still required to uphold the school rules and behave in ways that contribute to a safe, caring and productive environment.

The Student Code of Conduct outlines these expectations clearly. Each year, all students revisit and discuss the Code of Conduct in class so they understand their responsibilities and the standards of behaviour that help our community to thrive.

Relevant policies include:

- [Anti-bullying Behaviour Policy](#) and [Procedure](#)
- [Behaviour Management Policy](#)
- [Code of Conduct for Students](#)
- [Code of Conduct for Parents](#)

Behaviour incidents are communicated to families via Compass, email or phone, depending on the nature of the concern.

## AFTER-SCHOOL PLAY GUIDELINES

Every Monday to Thursday, families are welcome to let children have a short play after school, but we ask that everyone leaves the grounds by 3:45pm so our [TheirCare](#) team can keep the campus secure. If you'd like more time to socialise, please keep an eye out for our Friday Stay & Play sessions.

Students are supervised by staff from 8:30am to 3:15pm. At the end of the day, students exit via the Egham Road gates, where a staff member is on duty. Students are not to play at this time unless directly supervised by a parent or carer.

After 3:15pm, there is no staff supervision. If you choose to stay on school grounds, you accept full responsibility for supervising your child, keeping them in direct sight, and ensuring they follow our Code of Conduct and play safely with others. Please avoid interrupting staff after hours unless you have an appointment, as they are preparing learning programs.

If you notice damaged equipment or a safety concern, please ask other families to move children away and alert reception. If your child is injured after school, please manage this yourself rather than seeking assistance from classroom staff. A First Aid Kit is available in the office for injuries that cannot wait until you get home, and an ambulance should be called for anything serious. Please let reception know the next day if an injury occurred.

Thank you for supervising your children after school so everyone can enjoy a safe and happy playtime together.

## 6. COMMUNITY ENGAGEMENT

### CAFÉ

Join students, staff and fellow parents alternate Fridays from 8:30 to 9:00 for our AP run Café. Coffee, hot chocolate with food and handmade goods to sell are on offer. Café dates are published in the school calendar.

### PARENT EDUCATION SESSIONS

Each term a session is held on a different aspect of Montessori or parenting topic. We appreciate your attendance at these events as they support our work to strengthen our community according to Montessori principles.

We have a small collection of books about Montessori available to borrow. We encourage you to learn as much as you can about the Montessori approach so you can best understand the characteristics of learning and development in this environment.

Opportunities to attend seminars and webinars on Montessori arise several times during the year through the national representative body – [Montessori Schools and Centres Australia](#) – with parents eligible to use our members' discount code.

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## VOLUNTEERING

At Perth Montessori, we value the active participation of our families in creating a vibrant, supportive community. Volunteering is a wonderful way to connect with other families, contribute to the school's success, and enrich your child's experience. There are many ways to get involved, including:

- **Busy Bees:** Join our family working bees to help with gardening, maintenance, and beautification projects around the school.
- **Classroom Assistance:** Support your child's class through help with reading, special projects and excursions.
- **Parent & Friends Committee (P&F):** Join the P&F to support efforts to make our school the best place it can be through events, fundraising, or community engagement (see below).
- **Special Events:** Volunteer your time or expertise at school events, such as open days, performances, fundraisers, sausage sizzles etc.
- **Skills and Expertise:** Share your professional skills, such as graphic design, carpentry, or IT, to assist with school projects.
- **Mentor an Adolescent:** Our AP students depend on expert advice and guidance in their fields of interest. Reach out if you can help.
- **Join the Board of Directors:** as parents you are members of the Perth Montessori School Inc. When calls for director nominations come, consider applying.

### ***Parent & Friends Committee (P&F) and the Montessori Children's Centre Foundation***

Your involvement, whether big or small, strengthens our school community and enhances the learning environment for all our children. For more information or to express your interest in volunteering, please contact the school office or your child's class guide.

The role of the Parents & Friends Committee at Perth Montessori is to share in the school's vision by enabling the community to be involved with events and activities that ultimately support our students in their learning journey.

The Parents & Friends Committee (P&F) is a group of volunteers dedicated to furthering the vision of the School and Dr Montessori for the students. It is a sub-committee of the Montessori Children's Centre Foundation Inc. (Foundation), a not-for-profit association incorporated in Western Australia and registered with the Australian Charities and Not-for-profits Commission ([registration details](#)). The Foundation was established to further the mission of Perth Montessori School and enables additional fundraising and works to be carried out that will benefit the students of the School today and in the future.

Contact: [foundation@perthmontessori.wa.edu.au](mailto:foundation@perthmontessori.wa.edu.au)

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## CELEBRATING BIRTHDAYS

These are important milestones in all our lives and at Perth Montessori, we like to celebrate them!

If you would like to provide a birthday treat for your child and their class, we ask you provide a **fruit and/or veg. platter** for health reasons. Please consult with your child's class guide in the first place to ascertain if there is anyone with special dietary requirements.

If you are having a birthday celebration for your child and are inviting children from the school, please ensure that the invitations are either handed to the parent/carer of the child invited or that you send them electronically via the class What's App group.

**Please note that class guides cannot hand out party invitations on your behalf.**

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## CONNECTING WITH FELLOW PARENTS

Parents are invited to join a What's App group for their child's class. The class P&F representative will contact you to request your consent to add you to the group. Contact:

[foundation@perthmontessori.wa.edu.au](mailto:foundation@perthmontessori.wa.edu.au)

## 7. POLICIES AND PROCEDURES

Several policies and procedures are available on our [website](#). These are updated from time-to-time.

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### COMMUNICATION, CONCERNS AND COMPLAINTS PROCESS

To ensure constructive communication with the School, please refer to our [Communication Policy with Communication Pathway](#). This will assist you to understand who is appropriate to address your question, query or concern and how best to do so.

If there has been a breakdown in communication or trust, you may wish to make a complaint or raise a dispute. First, we ask you refer to the School's [Concerns, Complaints and Disputes Policy](#) to understand the policy framework and to [Concerns, Complaints and Disputes Procedure](#) for details on how best to express your concerns or make a complaint and to understand how it will be managed.

It is important that students know if they raise a concern or complaint that they will be listened to and taken seriously. Our students are supported to be heard through the [Student Complaints Process](#) which is discussed at the start of each year in class.

## 8. GOVERNANCE

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### SCHOOL STRUCTURE AND GOVERNANCE MODEL

Perth Montessori is an independent school operated by Perth Montessori School Inc., a not-for-profit association incorporated in Western Australia and registered with the Australian Charities and Not-for-profits Commission ([registration details](#)). Perth Montessori School is an [incorporated association](#) meaning that it is a **not-for-profit “owned” by its members**. This governance structure is one of the most common for independent schools.

The governing body of Perth Montessori School Inc. is the School Board. It is accountable for effective governance, strategic planning, financial management and the oversight of statutory compliance, policy development and risk management.

Under the terms of its constitution, the School Board is comprised of both directly elected Directors and Board-appointed Directors who bring additional skills and experience that the Board may require from time to time. All Directors are volunteers and at any time there are a minimum of four (4) and maximum of seven (7) Directors on the Board. The Principal is automatically a member of the Board and makes up one of that number.

Board Directors draw on their diverse skills and experience, as well as input from external consultants and the Principal, to ensure the school operates smoothly, is financially viable and provides the highest quality of education and care for all its students. The Board also has several Committees that allow others with expertise and passion to support the school and provide advice, guidance and assistance to the Board.

The School also has a separate and independent charitable organisation called the Montessori Children's Centre Foundation Inc. through which the Parents & Friends Committee conducts its fund-raising activities.

If you wish to contact the Board of Directors please direct according to:

<a href="mailto:board@perthmontessori.wa.edu.au">board@perthmontessori.wa.edu.au</a>	General business and correspondence
<a href="mailto:boardchair@perthmontessori.wa.edu.au">boardchair@perthmontessori.wa.edu.au</a>	Confidential matters to the Chair
<a href="mailto:boardsecretary@perthmontessori.wa.edu.au">boardsecretary@perthmontessori.wa.edu.au</a>	Administrative matters to the Board Secretary

As per the [Associations Incorporation Act \(2015\)](#), all not-for-profit associations must have a constitution that outlines the structure, roles and responsibilities of the governing body.

[Download the current Perth Montessori School Inc. Constitution.](#)

### ***Parents as Members***

At least one adult from each family will be regarded as a member of the [Incorporated Association of Perth Montessori School](#) and these contact details will be recorded in a Members' Register which is available to other members upon request for school purposes.

Rights and responsibilities as members, include voting at the Annual General Meeting (AGM) held in June to elect Board members, approve the financial statements and the annual report.

The [2024 Annual Report](#) and the is available for download from our website.